Moving Checklist

www.army.mod.uk/hives
www.twitter.com/ArmyHIVEinfo
www.facebook.com/ArmyHIVE
www.cyprushive.blogspot.com

IN CYPRUS

On Receipt of Assignment Order	
Print a copy of your assignment order.	
Apply for housing at your new unit.	
Ensure passports and visas are valid for at least 6 months, including pet passports.	
Contact **Housing** to book your pre-march out.	
Complete an application for **Transfer of Residency (ToR),** this has to be done before you can book your removals (for more information see the **Fiscal Office Departures Brief**).	
Book removals with **Agility**.	
Book flights and hotels (for UKBC's, this will be done by DBS, Military personnel should speak to unit HR's).	
Arrange shipping/selling of vehicles.	
Apply for school places at your new unit.	
Contact **HIVE** for information on your next posting and shipping your pets.	

After Pre-March Out	
Book March out cleaner and gardener (unless opting to self-clean).	
Start organising your house ready for the removals survey.	
Contact **housing** to book your march out.	

3 Months to Moving	
Apply for **Disturbance Allowance** (military personnel) or **Overseas Transfer Grant** (UKBC's).	
Arrange delivery of your items in storage, to your new address.	

Arrange suitable removals insurance cover (the **Agility** website recommends a list of suppliers or alternately you can contact your local **Forces Mutual**).	
Advise school/nursery of leaving date.	
Give notice on internet/phone/mobile contract	

1 Month to Moving	
Change your mailing address.	
Take curtains and sofa covers to barrack stores to be washed.	
UKFM's need to complete a **good conduct certificate & Cyprus criminal record check.**	
Pay outstanding bills; Mess, nursery/school lunches, parking/speeding fines, library.	
Prepare pets for returning to UK; Rabies vaccine required 21 days prior to travel, worming is required 1-5 days before travel (further information can be found on **gov.uk** or by contacting your local **HIVE**).	
Pack personal bags for transit period.	
Visit your dental/medical centres to de-register.	
Collect children's school paperwork.	
Close local bank accounts.	
Complete an **application to clear** via the Fiscal Office.	
Military Personnel & UKBC's should go through the clearance procedure (speak to your line manager to find out how to do so).	
For UKFM's employed in BFC/SBA:	
For UKFM's working on base, give notice to your employer (if you have worked for BFC/SBA for over 156 weeks you will be required to give more than 4 weeks notice).	
You may also be eligible for an income tax rebate (the **Fiscal Office departures** brief provides information on how to do this).	
UKBC's need to complete HR Forms to stop COLA – form 1901 and LUA – form 005.	

Items to Return	
BFBS box (at your local **BFBS** office).	
Ration card (at the **Fiscal** office).	
Hand status stamp to the **Fiscal office** if returning via a Civilian flight or at the Akrotiri Air terminal if returning on the trooper.	
Station passes (at the **Pass** office).	
Library books.	

IN THE UK

TV licence.	
Register with a doctor and dentist.	

Arrange utilities.	
Register to vote at your new address.	
Apply for **Jobseekers allowance** (if eligible).	
Change address with bank, subscriptions etc.	
UKFM's need to apply for **National Insurance Credits.**	
Register your vehicle (the **Fiscal Office** provides clear information on how to do this - it's advisable you do this no earlier than 14 days before your vehicles arrival in the UK).	

The HIVE holds additional information and will research information for you if you need further help or guidance.