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| **MISAWA AIR BASE** **MARRIAGE APPLICATION** |
| **DATA REQUIRED BY THE PRIVACY ACT OF 1974** |
| **AUTHORITY:** Title 10, U.S.C. 8013 **PRINCIPAL PURPOSE:** To ensure that the civilian member has the necessary information to make an informed decision before marrying overseas and to ensure the member complies with United States and host nation law. **ROUTINE USES:** Information will be used for ensuring the civilian member has all the information necessary to make an informed decision and is complying with United States and host nation law. **DISCLOSURE:** Disclosure of information is voluntary; failure to give this information may result in delay.  |
| **U.S. CIVILIAN TO FOREIGN NATIONAL INSTRUCTIONS** |
| **Congratulations on your engagement! The Legal Office is honored to facilitate your marriage in Misawa. To marry in Japan, you must follow the instructions outlined below: (Initial or write N/A as applicable)**\_\_\_\_\_\_\_ 1. Complete this Marriage Application. \_\_\_\_\_\_\_ 2. Draft the required “Single Affidavit” using the template provided in this application. DO NOT SIGN YET!\_\_\_\_\_\_\_ 3. Provide original or certified copies of you and/or your intended spouse’s finalized divorce decree(s).\_\_\_\_\_\_\_ 4. Provide original or certified copies of you and your intended spouse’s passport or birth certificate.\_\_\_\_\_\_\_ 5. Provide a notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. Include:* Full name and legal residence of the person being granted permission to marry;
* Full name and legal residence of the intended spouse;
* Date permission is granted; AND
* Full name, legal residence, and relationship of the person(s) granting permission.

\_\_\_\_\_\_\_ 6. Your intended spouse must complete a medical examination. Bring your Marriage Application for signature.\_\_\_\_\_\_\_ 7. **Japanese Nationals**: If you are marrying a Japanese national, they will need to provide a certified copy of their family register (*Koseki Tohon*) or its extract (*Koseki Shohon*) to show their capacity to marry. Misawa City Hall will also require proof of their Japanese voter registration (*Juminhyo*).\_\_\_\_\_\_ 8. **Other Foreign Nationals:** If your intended spouse is a non-Japanese foreign national, they must obtain a “Certificate of Legal Competency to Contract Marriage” from their Embassy or local government agency certifying their capacity to marry. Additionally, they will need to provide a valid passport with the first page that contains their picture and personal data translated into Japanese by an off-base translator. \_\_\_\_\_\_ 9.Bring your completed application and supporting evidence to the Legal Office for final approval.\_\_\_\_\_\_ 10. Once your application is approved, provide your contact information to the front desk paralegal to schedule a marriage consultation with Mr. Yamauchi in the Legal Office.\_\_\_\_\_\_ 11. Provide Mr. Yamauchi with the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older. \_\_\_\_\_\_ 12. During your marriage consultation, Mr. Yamauchi will translate your Single Affidavit in Japanese and help you fill out the Japanese Marriage Registration Form (*Kon-in Todoke*).\_\_\_\_\_\_ 13.At the conclusion of your appointment, Mr. Yamauchi will schedule your marriage ceremony.\_\_\_\_\_\_ 14. Your marriage ceremony will be held in the Misawa Legal Office courtroom. You and your guests are required to wear appropriate attire; no flip-flops or clothing with profanity. Additionally, please notify the Legal Office in advance if you plan to have more than five guests attending.\_\_\_\_\_\_ 15. During your marriage ceremony, Mr. Yamauchi will ask you and your intended spouse to sign the marriage certificate. Each of your witnesses will sign the certificate. He will then ask you to sign the Single Affidavit. Finally, an officiating officer will swear in you and your intended spouse, ask you both questions and sign. \_\_\_\_\_\_ 16. After the ceremony, you and your spouse will have time to celebrate with your guests. The Legal Office encourages you to take photos and will have various marriage props available for your use.\_\_\_\_\_\_ 17. Mr. Yamauchi will register your marriage with Misawa City Hall, which requires a 1,400 yen filing fee. Once registered, you will be legally married! For extra copies, Misawa City charges 1,400 yen.\_\_\_\_\_\_ 18. Mr. Yamauchi will translate your marriage certificate from Japanese to English.**CONGRATULATIONS! YOU ARE NOW MARRIED IN MISAWA!** |

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| **SECTION I - PERSONAL DATA OF APPLICANT CIVILIAN MEMBER** |
| APPLICANT (LAST NAME, FIRST NAME, MIDDLE NAME) | SOCIAL SECURITY NUMBER  |
| GRADE | BRANCH | DEROS | SOFA EXP DATE |
| COMPLETE MAILING ADDRESS (Include ZIP code)  | STATE OF LEGAL RESIDENCE |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD)  |
| CITIZENSHIP  | NUMBER OF DEPENDENTS  |
| MARRIAGE CEREMONY LOCATION (City, Country) **MISAWA AIR BASE, JAPAN** |  |
| **PAST MARRIAGES OF APPLICANT**  |
| FORMER SPOUSE’S NAME  | DATE TERMINATED | REASON FOR TERMINATION (Divorce, Annulment, Death) |
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| **DEPENDENTS OF APPLICANT**  |
| DEPENDENT’S NAME  | DATE OF BIRTH | RELATIONSHIP  | ADDRESS (Include ZIP Code)  |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document may result in disciplinary action through the Misawa Civilian Adjudication Program (MCAP).**  |
| **Date: (YYYYMMDD)**  | **Name and Grade** | **Signature of Applicant**  |

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| **SECTION II - PERSONAL DATA OF FOREIGN NATIONAL** |
| NAME OF FOREIGN NATIONAL (as it appears on the passport or other official documents) |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD) |  CITIZENSHIP |
| CURRENT ADDRESS (Include ZIP Code)  | PERMANENT ADDRESS (Include ZIP Code)  |
| MARRIAGE CEREMONY LOCATION (City, Country) **MISAWA AIR BASE, JAPAN** |  |
| **EMPLOYMENT INFORMATION OF FOREIGN NATIONAL** |
| NAME OF PRESENT EMPLOYER | ADDRESS OF PRESENT EMPLOYER |
| **PASSPORT INFORMATION OF FOREIGN NATIONAL** |
| PASSPORT NUMBER AND PLACE ISSUED | ID NUMBER AND PLACE ISSUED (if applicable) |
| **PAST MARRIAGES OF FOREIGN NATIONAL** |
| FORMER SPOUSE’S NAME  | DATE TERMINATED | REASON FOR TERMINATION (Divorce, Annulment, Death) |
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| **DEPENDENTS OF FOREIGN NATIONAL** |
| DEPENDENT’S NAME  | DATE OF BIRTH | RELATIONSHIP  | ADDRESS (Include ZIP Code)  |
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| **CRIMINAL HISTORY OF FOREIGN NATIONAL** |
| Has the foreign national ever been convicted of any crimes other than minor traffic violations? YES NO |
| If "YES," provide a full description. |

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| **FAMILY INFORMATION OF FOREIGN NATIONAL** |
|  MOTHER'S NAME (LAST NAME, FIRST NAME, MIDDLE NAME, MAIDEN NAME)  |
|  CURRENT ADDRESS (Include ZIP Code)  |  PERMANENT ADDRESS (Include ZIP Code)  |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD) |  CITIZENSHIP  |
|  FATHER'S NAME (LAST NAME, FIRST NAME, MIDDLE NAME) |
|  CURRENT ADDRESS (Include ZIP Code)  | PERMANENT ADDRESS (Include ZIP Code)  |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD) |  CITIZENSHIP  |
| **DATES AND PLACES OF FOREIGN NATIONAL’S PRIOR RESIDENCES (Since 16 years of age)** |
| FROM (YYYYMMDD)  | TO (YYYYMMDD)  | ADDRESS (Street, City, State, Country) |
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| **REMARKS: Provide any additional information for items above where there was not enough space.** |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document may result in disciplinary action through the Misawa Civilian Adjudication Program (MCAP) and/or may result in the delay or denial of my visa application to the United States.**  |
| **Date (YYYYMMDD)**  | **Name of Foreign National** | **Signature of Foreign National** |

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| **SECTION III - PRE-MARITAL MEDICAL CHECKLIST** |
| **Per AFI 36-2609, a medical examination is required for foreign national and all dependents who will reside with the prospective military spouse, and that intend to seek admission to the United States. You may schedule an appointment for the required medical examination by following the steps outlined below. Note that a successful medical examination does not guarantee your spouse’s entry into the United States. Further, pre-martial medical appointments will take three or more weeks to be completed.**\_\_\_\_\_\_\_ 1. Request a “Telephone Consult Request Form” at the Family Health Front Desk and ask for the Pre-Martial/Command Sponsorship packets OR contact the appointment line and request a T-Con be place for a Pre-Marital screening. \_\_\_\_\_\_\_ 2. A Medical Group representative will be in contact with you in 72 hours with more instructions regarding labs and x-rays to be completed. \_\_\_\_\_\_\_ 3. Complete labs and x-rays. Labs and Radiology hours are Monday-Friday 0730-1600. Labs and Radiology are located downstairs. Take elevator or stairs by the Coffee Shop. \_\_\_\_\_\_\_ 4. Contact the Medical Group representative after completing the labs. They will make an appointment for you 2 weeks out to review packet, labs, and x-rays and close your current T-Con. (It takes 2 weeks to get labs back because they are shipped to San Antonio). \_\_\_\_\_\_\_ 5. Appointment: Please arrive 15 minutes early, with packet filled out and the following forms.1. **DS-2053** *MEDICAL EXAMINATION FOR IMMIGRANT OF REFUGEE APPLICANT*
2. **DS-3024** *CHEST X-RAY AND CLASSIFICATION WORKSHEET*
3. **DS-3025** *VACCINATION DOCUMENTATION WORKSHEET*
4. **DS-3026** *MEDICAL HISTORY AND PHYSICAL EXAMINATION WORKSHEET*

\_\_\_\_\_\_\_ 6. At the appointment, you will review the intended spouse’s past medical history, surgeries or hospitalizations, family history, allergies, etc.\_\_\_\_\_\_\_ 7. After appointment, the packet will be completed and ready to be dropped off with the Legal Office.If you have any questions about the pre-marital medical examination process, please contact the Medical Group representative at 226-6200. |
| **Date** **(YYYYMMDD)** | **Name and Grade of Medical Representative** |  **Signature of Medical Representative**  |

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| **SECTION IV – MARRIAGE CEREMONY WITNESSES**  |
| **INSTRUCTIONS:** Provide the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older. |
| WITNESS #1 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |
| WITNESS #2 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |

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| **SECTION V – SINGLE AFFIDAVIT FOR THE U.S. CIVILIAN MEMBER** |
| **INSTRUCTIONS:** The civilian member must draft the required “Single Affidavit” on Microsoft Word in **Times New Roman, 1 page,** using the template and example provided on the pages to follow. Below provides a numbered guide for the template on the next page. The following page provides an example of a completed Single Affidavit. **DO NOT SIGN THE AFFIDAVIT UNTIL THE MARRIAGE CEREMONY!** |
| **TEMPLATE GUIDE:** The following numbers correspond with the numbers on the template on the next page. Replace the numbers with the appropriate responses outlined below:1. Applicant’s full legal name (include full middle name).
2. Father’s full legal name it appears on birth certificate.
* If adopted, include full legal name as it appears on an adoption certificate.
* If the full name of father is unknown, exclude this line.
1. Mother’s full legal (married) name it appears on birth certificate.
2. Home address in the U.S.
3. Date Month Year (Ex. 24 March 1980)
4. City, State
5. If you are a government employee, identify your title (Civilian Contractor, DoDEA Employee, etc.).
6. Evidence of your U.S. citizenship: Birth Certificate, U.S. Passport No., or Naturalization Certificate.
7. Misawa Air Base, Japan
8. If you have not been divorced, stop here.
9. If you have been divorced, include the following:
10. Full legal name (include full middle name) of husband/wife.
11. Date of divorce decree.
12. Full legal name of former husband/wife as it appears on divorce decree.
13. Name of the court as it appears on divorce decree.
14. Name of county as it appears on divorce decree.
15. Name of city or town as it appears on divorce decree.
16. Name of state as it appears on divorce decree.
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| **SECTION V – SINGLE AFFIDAVIT TEMPLATE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

 SINGLE AFFIDAVIT OF:

 **[1]** **Bride or Groom**

Declarants:

\_\_ **[1]** , the Xst daughter/son of  **[2]** and **[3]** , citizens of the United States of America.

Legal Address: **[4]**

Date of Birth : **[5]**

Place of Birth : **[6]**

Occupation : **[7]**

Evidence of Citizenship: **[8]**

Local Address: **[9]**

 I, the above-named  **[1]** being duly sworn, do declare that according to the laws of my State, I am of legal marriageable age, (**[10]** that I have not been married before)( **[11]** that I have not been married before),\*and that there is no hindrance, legal or otherwise, to my uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **[1]**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I,  **[11a]** , was divorced on  **[11b]** from  **[11c]**  in the  **[11d]** for  **\_\_\_\_[11e] \_\_\_**  ,  **\_\_\_\_\_\_[11f] \_\_**  , **\_\_\_\_ [11g]\_\_\_\_\_\_\_\_\_.**

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| **SECTION V – SINGLE AFFIDAVIT EXAMPLE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

 AFFIDAVIT OF:

 Marie Lynn Brown

Declarants:

Marie Lynn Brown, the 2nd daughter of Eric Lee Brown and Lori Kay Brown, citizens of the United States of America.

Legal Address: 189 Cherry Blossom Drive, Denver, CO 00000

Date of Birth : 28 December 1990

Place of Birth : Denver, CO

Occupation : Civilian Contractor

Evidence of Citizenship: U.S. Passport No. 203220295

Local Address: PSC 76 Box 0000, APO AP 96319-0024, Misawa Air Base, Japan

 I, the above-named Marie Lynn Brown being duly sworn, do declare that according to the laws of my State, I am of legal marriageable age, that I have not been married before,\* and that there is no hindrance, legal or otherwise, to my uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MARIE LYNN BROWN

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I, Marie Lynn Brown, was divorced on 15 March 2015 from Michael Richard Green in the 375th Judicial District Court for Orange County, Los Angeles, California.

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| **SECTION VI – REQUIRED DOCUMENTS** |
| Bring the following documents to the Legal Office when you turn in your application for review: (Initial)\_\_\_\_\_\_\_ 1. Original or certified copies of you and/or your intended spouse’s finalized divorce decree(s).Foreign Divorce decrees must be translated into Japanese. \_\_\_\_\_\_\_ 2. Original or certified copies of the U.S. civlian member’s passport or birth certificate\_\_\_\_\_\_\_ 3. Notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. If this document is written in a language other than English or Japanese, it must be translated into Japanese. Include:* Full name and legal residence of the person being granted permission to marry;
* Full name and legal residence of the intended spouse;
* Date permission is granted; AND
* Full name, legal residence, and relationship of the person(s) granting permission.

\_\_\_\_\_\_\_ 4. Completed Single Affidavit with U.S. civilian member’s information **JAPANESE NATIONALS:**\_\_\_\_\_\_\_ 5. Certified copy of the intended spouse’s family register (*Koseki Tohon*) or its extract (*Koseki Shohon*) \_\_\_\_\_\_\_ 6. Proof of Japanese voter registration (*Juminhyo*)**OTHER FOREIGN NATIONALS:** \_\_\_\_\_\_\_ 7. “Certificate of Legal Competency to Contract Marriage” from the foreign national’s Embassy\_\_\_\_\_\_\_ 8. Foreign national’s valid passport with the first page that contains their picture and personal data translated into Japanese by an off-base translator  |
| **Date (YYYYMMDD)**  | **Name and Grade** | **Signature of Applicant Member** |
| **Date (YYYYMMDD)** | **Name** | **Signature of Foreign National** |

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| **SECTION XI – FINAL COMPLIANCE REVIEW (LEGAL OFFICE)** |
| The Legal Office must review the following sections for all required information and signatures: (Initial)**\_\_\_\_\_\_\_ SECTION I:** Civilian member has completed all required personal data and signed.**\_\_\_\_\_\_\_ SECTION II:** Foreign national has completed all required personal data and signed.**\_\_\_\_\_\_\_SECTION III:** Foreign national has completed the medical checklist and has all required medical documents and signatures.1. **DS-2053** *MEDICAL EXAMINATION FOR IMMIGRANT OF REFUGEE APPLICANT*
2. **DS-3024** *CHEST X-RAY AND CLASSIFICATION WORKSHEET*
3. **DS-3025** *VACCINATION DOCUMENTATION WORKSHEET*
4. **DS-3026** *MEDICAL HISTORY AND PHYSICAL EXAMINATION WORKSHEET*

**\_\_\_\_\_\_\_ SECTION IV:** Couple has provided the names and birthdates for two marriage witnesses.**\_\_\_\_\_\_\_ SECTION V:** U.S. civilian member has completed the Single Affidavit in compliance with the template. Single Affidavit has not been signed.**\_\_\_\_\_\_\_ SECTION VI:** Couple has provided the required documents for citizenship, divorce and consent. |
| **After reviewing each section, this pre-marital application appears to be completed correctly.** |
| **Date (YYYYMMDD)**  | **Name and Grade of the Attorney** | **Signature of the Attorney**  |

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| **NEXT STEPS FOR NEWLYWEDS** |
| Now that you are newlyweds, you may assume the marriage registration process is complete. However, there are critical post-marriage actions you must take for you and your spouse to smoothly transition into married life in the military in Misawa. Please follow these important steps after you receive your translated marriage license:\_\_\_\_\_\_ 1. **Enroll your civilian spouse in DEERS.** Take your original and translated marriage certificates to MPS Customer Support to update DEERS. Be sure to bring your spouse’s birth certificate, Social Security Card, and photo ID. Upon your request, the DEERS technician will provide you with a copy of DD Form 1172-2, which you will need for other on-base agencies. If you have stepchildren, bring in a copy of their birth certificate.\_\_\_\_\_\_ 2. **Get a U.S. Military Dependent ID card for your civilian spouse.** When applying for a dependent ID card, please ensure that your civilian spouse has two valid forms of ID for authorization. You must accompany the civilian spouse when applying for a dependent ID or you may obtain a specific Power of Attorney from the Legal Office authorizing the civilian spouse to get the ID card alone.\_\_\_\_\_\_ 3. **Update your SGLI and enroll the civilian spouse in FSGLI.** You must recertify your SGLI record on the milConnect portal website at https://www.dmdc.osd.mil/milconnect. You will also need to enroll your spouse in Family Servicemembers’ Group Life Insurance (FSGLI). FGLI requires you to pay a premium to add your spouse, but other dependents will be covered for free.\_\_\_\_\_\_ 4. **Add your civilian spouse to your Record of Emergency Data.** Update your vRed via virtual MPF to reflect your change in marital status.\_\_\_\_\_\_ 5. **Update your records at the Finance Office (if applicable).** Report to the Finance Office on the second floor of the Torii Building, Building 656 to update your withholding for exemptions (W-4), BAS, and address.\_\_\_\_\_\_ 6. **Enroll your civilian spouse in TRICARE Prime Overseas (if applicable).** Active duty members may enroll their command-sponsored, civilian spouse in TRICARE by calling the Pacific Regional Center at 012-098-3990 (if dialing from a Japanese cellphone) or 99-012-098-3990 (if dialing from DSN). Press Option 4 for Enrollments, then Option 3 for TOP Prime New Enrollments. You must make sure to have your PCS orders on hand to verify your TRICARE eligibility. For questions, call Misawa TRICARE at 226-6000 or visit the office in Building 99 across from Pediatrics and Family Health.\_\_\_\_\_\_ 7. **Update your records with the Housing Management Office (if applicable).** Misawa has an "On-Base First" Family Housing policy for married active duty members. If on-base family housing is available, you may be required to live in an on-base family housing unit that meets your grade and family size per AFI 32-6001. If you currently live in on-base housing, the Housing Management Office (HMO) will assist you in facilitating your move to on-base family housing. If you currently live off-base, you must either apply to live in on-base housing or file an Exception to Policy (ETP) request with the HMO to remain off-base. Upon receipt, the HMO will forward your request to the appropriate authority level.\_\_\_\_\_\_ 8. **Memorize each other’s Social Security Numbers.**Knowing your new spouse’s Social Security is essential and will help you with agencies on-base. Exchange your Socials and commit them to memory.\_\_\_\_\_ 9. **Create a Power of Attorney for your civilian spouse in the Legal Office.**[Powers of Attorney](http://www.military.com/benefits/military-legal-matters/power-of-attorney.html) (POA) are legal documents that will allow your spouse to act on your behalf when you are absent or deployed. Your spouse can use a POA to take out a loan, manage your finances, get a new ID card, etc. |