

LEGAL ASPECTS

- Do you have a proxy? (this can be done at the Headquarters Orderly Room or by a notary at your expense. This allows you to make transactions without your spouse's signature (ex. a real estate transaction or insurance renewal). Please confirm that your proxy is available everywhere.
- Does your spouse have an updated will? Do you know where it is? **The Canadian Forces will may not be suitable for members with families or who have a lot of assets, for example, property and investments.**
- If you are planning to travel with your child or children you must make sure your spouse has signed the papers authorizing you to travel.
- Have you and your spouse arranged with a notary what to do in the case of either of you being incapacitated?
- Have you checked and confirmed with your insurance, ensuring that the military member is insured for the proper amount for a soldier leaving on a mission.

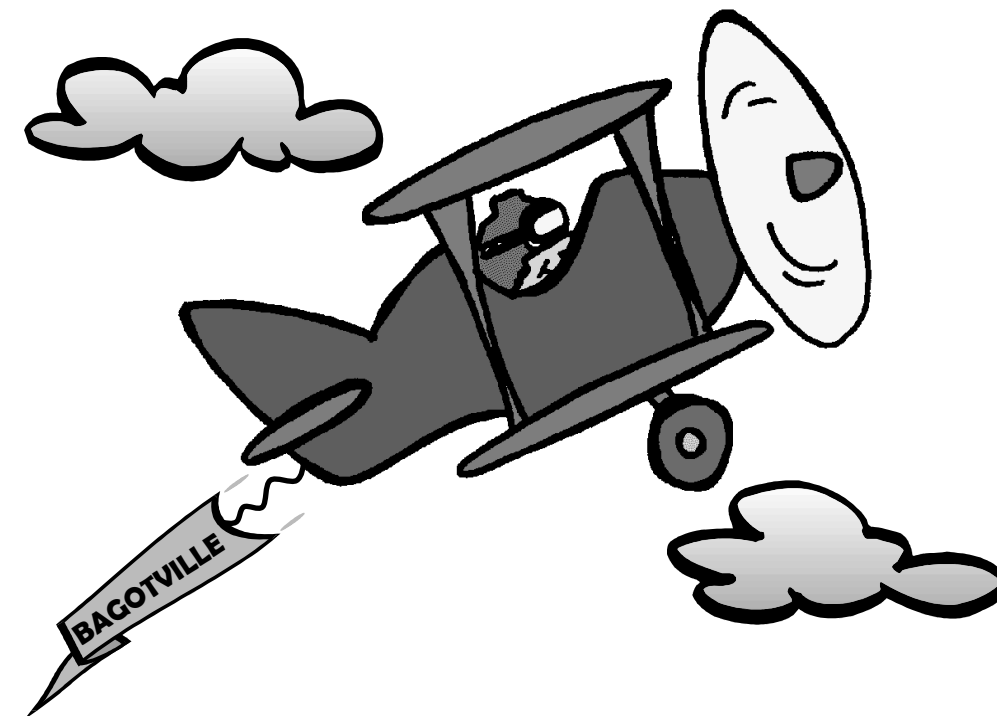
LEGEND

MFRC: Military Family Resources Centre


DSC: Deployment Support Centre

 Telephone Number

 Mailing Address



PRE-DEPLOYMENT CHECKLIST

IINFORMATION	
	Bagotville MFRC 1775 Lucien-Lecompte, P.O. Box 280 Alouette, QC G0V 1A0
	418-677-7468
	Deployment Support Centre 1-877-844-5607 Option 3
	Family Information Line 1-800-866-4546
	Public Affairs Officer 418-677-4000 Ext. 7277



Document inspired by the Valcartier MFRC

Canada



INSURANCE

	Health Care & Medications	Dental Hygiene
For Claims	Sun Life Canada Life Insurance Company Office of Regulations P.O. Box 9601 CSC-T Ottawa, Ontario K1G 6A1	Great-West Life Insurance Bonaventure Place 900, de la Gauchetière West Suite 5800 Montréal, Québec H5A 1B9
Where to get your forms	@ : www.sunlife.ca ☎ 1-888-757-7427	At your dentist ☎ 1-800-957-9777

- Do you know how to file a claim?
- Did you know the forms must be signed by the military member?
- Did you sign a power of attorney authorizing your spouse to make claims while you are away?
- Did you call the insurance company and give authorization so your spouse can obtain file information while you are away?
- If you have questions or problems, who can your spouse contact?
- Which treatments / medication are covered by insurance and the different possible coverage's (trip insurance, etc.)?

VEHICLE

- What date approximately should you change the tires?
- When does the oil need to be changed?
- When do you need a tune-up?
- Do you know how to check the fluid levels? (oil, windshield washer fluid, etc.)
- Do you know the name and location of the garage that you usually go to?
- Find out if the car registrations are going to expire, whether you should renew it before your spouse's departure or register the vehicle in both your names.
- If you do not drive, make arrangements to ensure you will be able to get around while your spouse is away.
- Have you included transportation costs in your budget to pay for taxis or buses?
- For licence renewals, will the military member need a new photo or do you just need to pay the annual fee?

DEPLOYMENT

- Do you have the correct ✉ to send letters and parcels to?
- Do you know their rank, service number and their assigned unit while deployed?
- Do you know the military procedure in case of a family emergency?
- Were you aware that it is important to notify us if you leave for more than 24 hours?
- Do you have a passport or birth certificate issued after 1994 that gives you the possibility to get an emergency passport?

HOUSE

- Do you have a phone list in case any repairs need to be made? (plumber, electrician)
- If you are going to be absent for an extended period of time have you contacted the insurance company and the post office.
- Do you have someone who can monitor your house?
- Does your insurance expire during the deployment?
- Do you need to find someone to mow the lawn or shovel the driveway?
- If you have a portable carport do you know how to put it up or take it down?
- If you have a pool, do you know the maintenance procedures from the beginning to the end of the season?
- If you heat by oil or wood do you have enough to last you throughout the winter months?
- Do you know where the electrical box is and the valves to turn off your water?
- Did you think about possibility leaving an extra house key or car key to a relative, friend or neighbour in case of an emergency?

PERSONAL, FAMILY & MILITARY ASPECTS

- Is the Military Family Resources Centre (MFRC) and the Deployment Support Centre (DSC) aware of your departure?
- Do you know about emergency care services? If not, please contact the MFRC at 418-677-7468.
- Have you thought of ways to stay in touch with your Canadian family members while you are away? (letters, plan ahead to send letters or cards for special occasions).
- Have you considered a pay allotment through the Orderly Room?
- Do you have a joint account to make all your payments?
- Do you know your bank account numbers and the details of your account?
- Make sure you are aware of how each bill is paid (hydro, telephone, electricity, insurance, etc.) and banking transactions.
- Do you need to provide a budget for family outings, respite childcare or babysitting?
- Do you know where your life insurance policies are for your home and car? Do you know the contact information for these companies?
- Do you have signed claim forms for drug or dental services and have you provided all of the necessary information?
- Has the military notified the insurance companies so that you can get information during your spouse's absence?
- Are you aware of the procedures to follow if your deployment takes place over a tax season?
- Do you know if the Orderly Room has an updated Family Plan?
- Do you have a phone list prepared in case of an emergency?
- Have you planned to spend special time with your children before your departure?
- Have you planned to spend special time with your spouse before your departure, without the kids?
- Discuss in advance any tentative trips to visit family during the holidays and when you will return.
- Did you plan or organize pre-authorized payments?