**Spouse Re-Licensing & Re-Certification Assistance**

***Required Documentation:***

\_\_\_\_\_ Completed AER Form 101. Applicant must complete sections 1-19.

\_\_\_\_\_ Military ID Card.

\_\_\_\_\_ Copies of all income sources (i.e., LES, Civilian employment), Sponsor and Spouse.

\_\_\_\_\_ Financial Summary

\_\_\_\_\_ Completed AER Form 575. Electronic Funds Transfer (EFT) Authorization. Applicant must Completed Questions 1-8

\_\_\_\_\_ Permanent Change of Station (PCS) Orders moving family to new state

\_\_\_\_\_ Copy of license or certification from the Soldier's previous duty station.

\_\_\_\_\_ Cost estimate for the total amount of the re-licensing or re-certification in the new state.

\_\_\_\_\_ Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available.

\*NOTE: The AER Check will be in two party (Spouse and Vendor) or made payable directly to the vendor.

\*\*NOTE: AER assistance under this category of assistance is "needs based" and WILL NOT be provided after the re-licensing or re-certification fees have already been paid. AER WILL NOT reimburse for these fees.

\*\*\*NOTE: The request for assistance WILL BE submitted prior to submission of the SF Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal and/or prior to paying the re-licensing or re-certification fees.