



# MARINE CORPS LEAGUE REQUEST FOR TRANSFER



Printed Name \_\_\_\_\_ Member # \_\_\_\_\_ PLM# \_\_\_\_\_

Street \_\_\_\_\_ # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_ - \_\_\_\_\_

SSAN/SERNO \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of enlistment/Commissioning \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Discharge/Separation/Retirement \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby request that my membership in the \_\_\_\_\_ Detachment # \_\_\_\_\_

be transferred to the \_\_\_\_\_ Detachment # \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. \_\_\_\_)

The above (Regular, Associate, Life) member is: in good standing \_\_\_\_\_; delinquent \_\_\_\_\_. Expiration date is \_\_\_\_/\_\_\_\_/\_\_\_\_. Member (is/is not) indebted to this Detachment. (If indebted, please explain in space below.)

The transfer of this member is approved \_\_\_\_\_ disapproved \_\_\_\_\_.

\_\_\_\_\_  
Signature of Commandant

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. \_\_\_\_)

I have reviewed the foregoing information and hereby approve \_\_\_\_\_; disapprove \_\_\_\_\_ of the transfer of this member.

\_\_\_\_\_  
Signature of Commandant

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### INSTRUCTIONS (Type or print legibly.)

- Member requesting transfer: Complete all information in Part 1 above. Sign and date the application in the space provided. Forward the form to your current Detachment Commandant for his approval.
- Losing Detachment Commandant: Complete the appropriate information in Part 2. Sign and date the form in the space provided. Retain one copy for Detachment records and forward the original and two copies to the gaining Detachment Commandant. Send one copy to your Department Paymaster for information purposes.
- Gaining Detachment Commandant: Complete Part 3 as appropriate. Sign and date the form in the space provided. Retain one copy. Forward the original and remaining copy to the Department Adjutant/Paymaster along with the Transmittal listing the transferring member.
- Department Adjutant/Paymaster: Retain bottom copy and forward the original to National Headquarters along with the Transmittal listing the transferring member.