



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.