

This 'Get You Back Pack' should be read in conjunction with the Service Families Task Force publication 'Guide to Service Families on Moving'.

It is available on the MOD website: www.mod.uk

or the HIVE Europe website:
www.hive-europe.co.uk/posted.htm



The "QUICK GUIDE TO GETTING OUT OF BFG" on the back cover can be used as a handy check list during your re-assignment. However, you should take the time to study the information in this booklet as well.

Good luck!

The HIVE Information Service has all the information on re-locating. Visit your local branch or their website on www.hive-europe.co.uk

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START HERE AND NOW...

As soon as you get your new assignment order you should start planning your move:

Service Families Accommodation:

- Inform Housing Community Services Officer (HCSO) of assignment date.
- Arrange your accommodation needs up to 4 months in advance of your move.
- Your removals request form should be submitted at least 3 months before your move. (Summer moves need to be booked immediately as this is the main posting period.)
- Arrange the pre-march out inspection of your Service Families Accommodation (SFA) with your HCSO at least 8 weeks in advance so that it gives you time to make good any repairs which are your responsibility and get the advice you need to prepare for handover.
- If you intend using the cleaning scheme on march out, book it as soon as possible through your HCSO.
- Arrange your march out date with your HCSO – if you are booking ferries/ flights etc for the same day, allow time for the march out inspection to be successfully completed.

Travel Arrangements:

- All family members and civilian personnel should be in possession of their own valid passport (and visas if a Non-EU Citizen) .
- If your passport has expired or is due to expire **before** you move, you should contact your Unit Admin Office, sponsor unit Admin Office or Personnel Management branch.
- **Families should allow at least 6 weeks for the production of a new passport in BFG.**
- If you are likely to need transit accommodation while you are marching out please let your unit know as soon as possible.
- You must arrange your own ferry or tunnel bookings if you intend to drive back to UK; flights should be booked at least 7 weeks in advance via your Unit Travel Clerk.
- Remember to keep any receipts if you need to submit a travel claim.

Contract discontinuation:

- If you have telephone or internet connections which are contract based, give appropriate notice of your departure. Most telecommunications providers need at least 8 weeks notice. You may be charged if you do not make the cancellation; for example, Deutsche Telecom will charge you 50% of your remaining monthly line rental charge if you leave within 2 years of starting your current contract.

If you do not close the contract the address may be blacklisted by the company and the next resident may have difficulty opening a line.

- Make arrangements to pay your final phone bill. Show assignment order or obtain letter of confirmation of leaving Germany from Regimental Administration Office (RAO), Unit Welfare Office (UWO) or Housing Office.
- If you have a mobile phone on contract you should give notice immediately. Most mobile phone

contracts run for a minimum of 2 years and you will probably be charged for ending a contract early.

- Cancel cable/satellite contracts. Check the arrangements for handing over your Direct to Home set top box; this box is of no use in the UK and should either be left in your accommodation for collection by your Estate Manager or returned to your nearest SSVC shop. These arrangements differ according to where you live. Check with your HIVE Information Centre or HCSO to find out what to do in your garrison/station.

Financial Arrangements:

- **Kindergeld.** If you are receiving Kindergeld you should obtain forms and guidelines for withdrawal of payments from Unit Admin offices, Unit Welfare Offices, civil administration branches and personnel managers. These forms should be sent to the Arbeitsamt Nürnberg (Familienkasse) at least 28 days prior to your departure as you are paid Kindergeld one month in advance so you will have to pay back any sum paid to you after your departure from BFG.
- **UK Child Benefit.** If you have your UK Child Benefit paid directly into a bank or building society inform the Child Benefit Centre of your change of address giving the Child Benefit number for each child. If it is paid into the service person's overseas bank account, ask your Admin office for a form which will enable you to make new arrangements.

For more information see www.hmrc.gov.uk/childbenefit

or phone Child Benefit Helpline on: 0044 845 302 1444 or e-mail: Child.Benefit@hmrc.gsi.gov.uk

- **Tax Credits.** If you are receiving tax credits inform Her Majesty's Revenue and Customs (HMRC) that you are relocating. Tel: +44 2890 538 192 or write to:
Tax Credit Office
Preston
PR1 0SB
- **Disturbance Allowance.** Disturbance allowance may be paid in advance of, but not more than 30 days prior to, an eligible move. You should apply for it through JPA. Full details are contained in JSP 752 Chapter 7 Section 1.
- **Job Seeker's Allowance.** Dependents who are employed by one of the Garrison Labour Support Units (GLSUs) may wish to apply for Job Seeker's Allowance on their return to UK. After handing in your resignation, GLSU will issue you with a BFG Form 126 which you should

present at your local benefits office on your return to UK at the earliest opportunity, along with your last pay slips and P45 (Not available from GLSU – your last UK employer should have issued you with one). Remember to leave a forwarding address with GLSU. For full information see www.lecsupport.bfgnet.de/lec_posted_uk.htm

or contact your local GLSU and ask them for a copy of the Jobseekers' Allowance Booklet.

- **Benefits in general.** For details of other benefits you think you may be entitled to contact your local HIVE information centre or see www.dwp.gov.uk
- **Outstanding bills.** Remember to settle any outstanding bills with the mess, nursery, phone etc. whilst your German bank account is still open.
- **German Bank Account.** Most banks require at least 4 working days notice of bank account closures.
- **Change pay details to UK account.**

Pets

- **Dangerous Dogs.** The laws regarding dangerous dogs in UK are similar to those employed in Germany. If you have any doubts regarding your dog and the Dangerous Dogs Act, consult the DEFRA helpline: +44 (0)870 241 1710 or visit their website: www.defra.gov.uk
- If your dog has an exemption certificate make sure you carry this as well as the Pet Passport when returning to UK.
- If you are in any doubt about whether your dog will be allowed into the country you are travelling through on your way back to UK, you should contact the appropriate authorities (e.g. the Embassy) of that country.
- **Pet Passport Scheme.** Pet Passports are now required for your cat, dog or ferret for travel within the European Union (EU). Full details are available from your HIVE: www.hive-europe.co.uk
The main requirements to be entered in the Pet Passport are:
 - ~ **Microchip.**
 - ~ **Rabies Vaccination.**
 - ~ **Vaccination record including boosters.**
 - ~ **Record of blood test following vaccination.**
 - ~ **Ticks/Tapeworm treatment.** To enter the UK, your pet must be treated between 24 and 48 hours before being checked in with an approved transport company to travel into the UK.
- **How to get a Passport.** In Germany a vet will issue your pet's passport. Take your pet, its vaccination record and blood test result (if appropriate).
- **Document checks.** Before you board a Eurotunnel train or a ferry travelling to the UK on an authorised route (check with the operator to make sure your route is authorised), you must present your pet to transport staff so that its microchip and official documentation can be checked.
For pets travelling by air, the check will be carried out on arrival in the UK by staff at the Animal Reception Centre.

- **Quarantine.** Pets failing to meet requirements may not be able to enter the country or may have to be placed in quarantine on arrival. This will mean delay and will cost you money. All HIVES have lists of quarantine kennels. Further information is available from:

DEFRA Pet Travel Scheme Helpline:
0044 (0) 870 2411710

DEFRA website:
www.defra.gov.uk/quarantine

DEFRA e-mail:
pets.helpline@defra.gsi.gov.uk

DEFRA Leaflet 'The Pet Travel Scheme' held by all HIVES in BFG.

- **Dog Licences.** Dog Licences are no longer needed for mainland UK, only in Northern Ireland. Apply to the Post Office.
- **Importing Birds.** Separate rules are in force for domestic pet birds. Contact DEFRA for further information:

International Animal Health
Service Delivery Unit,

Ceres House,
Lincoln LN2 4DT
Tel: 01522 563132

Fax: 01522 545014

Email:
lincoln.iahdsu@animalhealth.gsi.gov.uk

Car documentation

Please consult your local British Forces Germany Vehicle Licensing Office (BFG VLO) before you start the deregistration procedure; the instructions listed below were accurate at the time of publication of this booklet but the timings and requirements may change.

- You should start the process of applying for documentation to export and import your tax-free vehicle at least 28 days before your departure.
- Send BFG Form 414a or 414b as appropriate (from unit BFG VLO) and current road tax disc to:

C & I BFLO(G), BFPO 40
(maximum 14 days before required for use).
- C & I BFG will return BFG Form 414 to you.
- You or your spouse must drive the vehicle back to UK and register it at a local Driver Vehicle Licensing Authority

(DVLA) office, presenting BFG Form 414, BFG Form 73 Registration Card, proof of insurance and Certificate of Conformity (COC) if the vehicle was not previously UK registered.

- Collect a BFG Form 4003 from your unit BFG Office before leaving.
- Having UK registered, return the BFG Form 73 and BFG number plates to BFG VLO (Main), with the completed BFG Form 4003 within 28 days to the FREEPOST address shown on the BFG Form 4003.
- Make sure your car insurance is valid for UK driving.
- Ask at your local BFG VLO about taxing and or MOTing your car once in UK.

Further guidance is available on www.bfgnet.de/Community/BFGVLO_C&I.htm and in full detail in Standing Orders British Army (Germany) (SOBA(G)) 3213.

Schools

- Research schools in your new area as soon as possible – there may be waiting lists for your preferred schools. Each Local Education Authority (LEA) produces a handbook which outlines the services their schools provide as well as a list of schools in their area. LEAs should accept your new unit address if you do not have a residential address when applying for a place. Contact the Children's Education Advisory Service (CEAS) if you have any problems with the application. CEAS can also support you through the appeals process if you cannot get your child into your preferred school. Contact the CEAS helpline: 0044 1980 618244 or visit enquiries@ceas.detsa.co.uk
- CEAS also produces the 'Moving Schools Pack' which is designed to help you as a serving parent, to support your child when moving from one school to another. This pack is available from all HIVES. Inform your child's present school that he/she will be leaving well in advance. This will give the school plenty of time to prepare the transfer folder which contains all your child's progress, achievements, medical records held in school as well as important

information for your child's new teacher. It is the parent's responsibility to collect this folder from the school and present it to the new school.

- If your child is due to sit major examinations within two years of your proposed move, Service Children's Education (SCE) have arrangements whereby your child may be able to remain at school in Germany after your departure if required. Applications should be made on SCE Form 3.5 available from the SCE website which also has full details of the facts surrounding staying on for exams:
www.sceschools.com/new/admissions.php?retention

Further information can be obtained from:

The Headteacher of your child's school
Your local Services Education Officer
HIVE-Europe: www.hive-europe.co.uk
SCE website: www.sceschools.com
OFSTED website:
www.ofsted.gov.uk/reports

CEAS: Helpline: 0044 1980 618244
E-mail: enquiries@ceas.detsa.co.uk

Childcare

If you wish your child to attend a nursery, playgroup or similar on return to the UK contact your Local Children's Information Service as soon as possible:

- ChildcareLink has a website which helps you find useful information about the different types of childcare and early education in your local area: www.childcarelink.gov.uk

The site also contains details of your local Children's Information Service, who can provide additional help and advice with all aspects of childcare and early years.

- HIVE Information Centres both in BFG and in UK hold further information.

LETTING PEOPLE KNOW...

Your change of unit and address is important not only to you but to others:

- **Medical Centre.** Inform your current Medical Centre that you are on the move. They will arrange for your medical records to be sent to the National Health Service Central Register (NHSCR). When you arrive in the UK your new doctor will ask you to complete a form which will enable them to obtain your records. If you do not have an NHS number you will be asked to apply for one on the forms provided. See www.bfgnet.de/Community/bfghs.htm for more information.

In the UK you are able to choose which NHS doctor you wish to register with as long as he/she is willing to accept you onto his/her list.

Lists of GP surgeries are available from HIVE Information Centres, the Local Family Practitioner Committee or Citizens Advice or from the following website: www.nhs.uk

Or by calling NHS Direct on 0845 4647 (UK number)

- **Dental Centre.** Once you are aware of your posting out of BFG, please make appointments for any required dental treatment as soon as possible.

Leaving it until the last month may result in disappointment. There is no procedure in place for transferring dental records.

Pay any outstanding bills.

If laboratory treatment is required i.e. caps/crowns/dentures etc., please inform your dentist of your posting date as this work may take up to six months in total.

Dentists in the UK do not have to provide NHS treatment; the NHS website (see above) provides lists of dentists and exactly which service they offer.

- **Mess/Admin Office.** Leave a forwarding address with your mess or Admin office.

- **Insurance/other companies.** Remember to let any company e.g. insurance, magazine subscription, mail order, bank or anyone else to whom or from whom you either pay or receive money or goods, have a forwarding address.

- **GLSU.** If you have been employed by one of the GLSUs whilst in BFG remember to leave them your forwarding address.

ANY OTHER BUSINESS...

- **TV Licence.** Whether you are living in Service Families' or Single Accommodation you will need to buy a TV Licence. See: www.tvlicensing.co.uk/information/armedforces.jsp for full information.

- **National Insurance Numbers.** Children and spouses of Serving personnel who do not have a National

Insurance number should telephone the HMRC Residency helpline: 0044 191 203 7010. A National Insurance number is usually issued by the HMRC to every person over the age of 16 so that a record of contributions can be kept. These contributions may be taken into consideration if you are applying for certain benefits.

- **Criminal Records Bureau Disclosure Certificate/Subject Access Request Certificate.** When you are applying for employment, university or college in the UK you may be asked to obtain a Criminal Records Bureau (CRB) Disclosure Certificate; this certificate gives proof of any criminal record and is normally issued by the CRB which is based in Liverpool or Disclosure (Scotland) which is based in Glasgow. However, if you have been living in the service community overseas for more than five years the Service Police will hold a record of criminal status relating to convictions, cautions, reprimands and warnings over this period and will issue a Subject Access Request Certificate in place of a CRB disclosure certificate.

To obtain this certificate, free of charge:

- ~ Write to the Service Police Crime Bureau at the address shown below enclosing your full name, date and place of birth, address details with dates and a photocopy of the photograph section of your current passport which must be valid at time of submission.

CCRIO RMP
Service Police Crime Bureau
Building 143, Southwick Park
Fareham, PO17 6EJ

Service Police Crime Bureau tel:
93835 4808

- ~ On receipt of the Subject Access Request Certificate you will need to send it and a written request for an authority letter to:

Employment Disclosure
& Vetting Officer,
G1 Branch, HQ UKSC(G),
BFPO 140

Employment Disclosure Office tel:
94872 6423

The Subject Access Request Certificate **and** the authority letter together will provide your employer, university, college with the equivalent information in place of the CRB Disclosure Certificate.

- **Registering to Vote.** If you are not yet registered to vote you should contact your local electoral registration office. See www.aboutmyvote.co.uk for details. In Northern Ireland see www.electoralofficeni.gov.uk
- **Driving in UK.** If you have been out of the UK for a length of time or you have never driven in the UK, you may wish to familiarise yourself with UK rules and road signs again. There are various publications and websites you can use to do this. A UK driving pack is also available from your local master driver for short term loan.
- **Cycling in UK.** The UK does not have the same number or standard of cycle tracks as Germany does. Bear in mind also that UK motorists are not as used to cyclists as their European counterparts.
- **Rail Travel.** Service personnel and their spouses can save up to a third on most rail fares by buying a HM Forces Railcard. It is valid for 12 months and costs £15 (Feb 2009 price). You should contact your RAO to apply for one as they cannot be bought at Railway stations.

You will find further details on www.hmforces-railcard.co.uk

This publication is produced by G1 HQ UKSC(G) and all information contained in it was correct at time of printing.

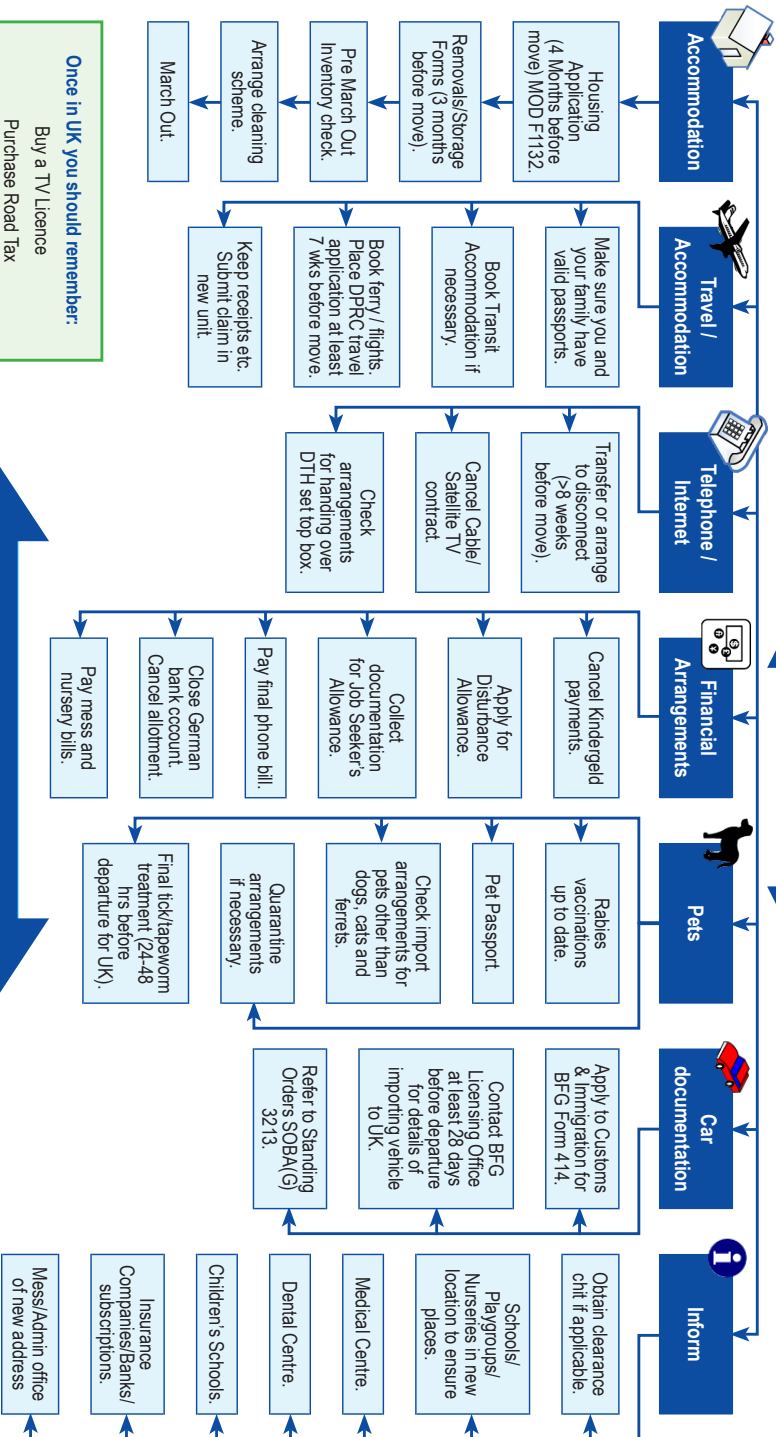
All amendments and comments should be made to:

[UKSC\(G\)-G1-SO3G1Information@mod.uk](mailto:UKSC(G)-G1-SO3G1Information@mod.uk)

Contact your local HIVE Information Centre www.hive-europe.co.uk

Receive Assignment Order

Consult **Service Families Task Force Guide to Moving**



Once in UK you should remember:

- Buy a TV Licence
- Purchase Road Tax
- Register with Doctor/Dentist
- Complete documentation for Importing your car

QUICK GUIDE TO GETTING OUT OF BFG –
please consult the rest of the booklet for *full* details