

**VIRGINIA**

**ESSENTIAL DOCUMENTS**

**FOR THE ORGANIZED TRAVELER**

**PACKAGE**

Control Number: VA-P087-PKG



U.S. Legal Forms™ thanks you for your purchase of a Personal Planning Package. This package is an important tool to help you organize your legal affairs as you prepare to travel away from home. It contains key legal documents that are vital for you to maintain on file and safeguard in event of an emergency or unforeseen life event or to ensure that the things that are important to you are protected while you travel.

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### **I. FORM LIST**

With your Essential Documents for the Organized Traveler package, you will find the state specific forms that will help you prepare for and protect yourself, your loved ones or your property while you are away from home or if an unfortunate or unforeseeable event occurs while traveling.

Included in your package are the following forms:

- 1. Virginia Last Will and Testament that suits your specific needs
- 2. Virginia General Durable Power of Attorney effective immediately
- 3. Virginia Advance Health Care Directive
- 4. Traveler Information Form
- 5. Passport Application
- 6. Passport Renewal Application
- 7. Travel Expense/Reimbursement Form
- 8. Babysitter Information Form
- 9. Pet Boarding Agreement

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Personal Planning Package are found below.

Last Will and Testament – Complete this form to detail in writing your wishes regarding who is to receive your property at death and who will administer your estate. It also enables you to appoint trustees or guardians, if applicable. This form complies with all applicable Virginia laws.

General Durable Power of Attorney for Property and Finances Effective Immediately - This General Durable Power of Attorney is a general, durable power of attorney which is effective IMMEDIATELY. This form allows you to appoint an attorney-in-fact (agent) to make decisions regarding property, financial, business, banking, management and other matters for you. The powers granted to an Agent in this Power of Attorney are very broad, but do NOT provide for health care services. This form complies with all applicable Virginia statutory laws.

Advance Health Care Directive - The term “health care directive” refers to documents such as a Living Will and a Durable Healthcare Power of Attorney, which enable you to exercise your legal right to accept or refuse life-sustaining procedures as well as other medical treatments. This form complies with all applicable Virginia laws.

Traveler Information Form - This form allows the traveler to keep their important travel information on hand for easy reference, such as passport, itinerary, airline, hotel, car rental, and other information.

Passport Application - This form is used to apply for a new passport, as opposed to renewal of an existing passport.

Passport Renewal Application - This form is used to renew an existing passport.

Travel Expense/Reimbursement Form - This form is used to request a reimbursement of funds used by an employee for business travel.

Babysitter's Emergency Information Form - This form is an important tool to ensure the safety of your children while in the care of a babysitter. Vital contact, medical, and emergency information can be provided to easily reference if needed.

Pet Boarding Agreement - This form is an agreement between a pet owner and a pet boarder that will care for a pet while the owner is traveling away from home.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### III. LEGAL DOCUMENT STORAGE

Once you prepare legal documents and forms in your U.S. Legal Forms™ Essential Documents for the Organized Traveler Package, it is highly recommended that you keep forms together. An optional USLegal Life Documents Organizer – small or large size is available for purchase from [www.uslegalforms.com](http://www.uslegalforms.com) to help store you legal documents.

Legal documents should also be kept in a very secure place such as a bank safe deposit box or personal home safe. You may wish to tell your attorney or a family member about the location of your Legal Life Documents Package in the event you are unable to communicate it to them when needed.

### IV. TIPS ON COMPLETING THE FORMS

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### V. DISCLAIMER

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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