

# CLASS OF 2030 PERMIT TO REPORT CHECKLIST

*Please complete all forms as indicated below and in the Permit to Report Package.  
Use a **BLACK** pen for all printed and filled-out forms.*

COMPLETE	DUE DATE	DOCUMENT/FORM/TASK	PTR INSTRUCTION LOCATION	MAIL BEFORE I-DAY	BRING PRINTED FORM(S) ON I-DAY (# of copies required)	ELECTRONIC SUBMISSION
<b><u>Section I - Immediate Action Items</u></b>						
	IMMEDIATELY UPON RECEIPT OF PTR	Admissions Acceptance Documents	Section I.1			X
	IMMEDIATELY UPON RECEIPT OF PTR	Academic Background System (ABS) Questionnaires	Section I.2.b.i.			X
	IMMEDIATELY UPON RECEIPT OF PTR	Uniform Measurements Form	Section I.3.a.			X
	IMMEDIATELY UPON CHANGE IN HEALTH STATUS	Changes in Health Status	Section I.4			X
	IMMEDIATELY UPON RECEIPT OF PTR	Obtain a Social Security Card	Section I.5			
<b><u>Section II - Action Items Due Before I-Day</u></b>						
	14-May-26	Patient Registration Form	Section II.1.a.	1	1	

	14-May-26	Routine Immunization Screening Form: Adult (DD Form 3111)	Section II.1.b.i	1	1	
	14-May-26	Immunization Record for United States Naval Academy Appointees	Section II.1.b.ii.1	1	2	
	14-May-26 (As Applicable)	U.S. Naval Academy Candidate Glasses Prescription Form	Section II.1.d.i		1	X
	14-May-26	Drug and Alcohol Misuse Statement of Understanding (OPNAV 5350/1)	Section II.2.b.		1	X
	18-Jun-26	Plebe Sponsor Questionnaire	Section II.3.a.			X
	01-Jun-26	Visitor DBIDS Pre-Enrollment Program	Section II.4.d			X
	01-Jun-26	Visitor Access Questionnaire	Section II.4.e			X
<b><u>Section III - Action Items Required on I-Day</u></b>						
	I-Day	Permit to Report Letter	Section III.1		At least 1	
	I-Day	Agreement to Serve Form (USNA 1531/178 (12-20))	Section III.2.a.		3	
	I-Day	Servicemember's Group Life Insurance Election and Certificate Form	Section III.2.b.i.1		1	
	I-Day	Dependency Application/Record of Emergency Data (NAVPERS 1070/602)	Section III.2.c.i.1		1	
	I-Day	Record of Emergency Data (DD Form 93)	Section III.2.c.i.2		1	

	I-Day	Notice Regarding Maintenance of Private Medical Insurance	Section III.2.d.	1
	I-Day	Questionnaire for National Security Positions (Standard Form 86)	Section III.2.e.i.1	1
	I-Day	Bring Social Security Card	Section III.2.f.i.1	X
	I-Day	Bring Birth Certificate	Section III.2.f.i.2	X
	I-Day (As Applicable)	Bring Tourist/Personal Passport	Section III.2.f.ii.1	X
	I-Day (As Applicable)	Bring Common Access Card (Dependent/Contractor/Prior Military)	Section III.2.f.ii.2	X
	I-Day	Midshipman Disbursing Office Coversheet/Checklist	Section III.3.a.	1
	I-Day	Direct Deposit Sign-Up Form (Standard Form 1199A)	Section III.3.b.i.	1
	I-Day	State of Legal Residence Certificate (DD Form 2058)	Section III.3.c.i.	1
	I-Day (As Applicable)	Bring Medications in a labeled container and a note from the physician	Section III.4.a.i.	X
	I-Day (As Applicable)	Bring most recent dental panoramic x-ray	Section III.4.b.i.	X
	I-Day	Social Media Profile Professionalism Information	Section III.5.a.	1
<b><u>Section IV - Optional Action Items</u></b>				

	I-Day (As Applicable)	Request and Authorization for Midshipmen Accession Travel (USNA 4600/8)	Section IV.1.a.ii.1		1	X
	I-Day (As Applicable)	Travel Voucher or Subvoucher (DD Form 1351-2)	Section IV.1.b.ii.1		1	
	I-Day (As Applicable)	Bring Flight Itinerary, Copy of Ticket, and All Travel Receipts	Section IV.1.b.ii.1.c.		X	
	I-Day (As Applicable)	USNA Religious Accommodation Questionnaire	Section IV.2			X
	As Applicable	United States Naval Academy News Release	Section IV.4.a.ii.			
	As Applicable	Navy Federal Naval Academy Membership Application	Section IV.5.b.i			X
	As Applicable	NFCU Direct Deposit Sign Up (SF199A)	Section IV.5.b.ii.			X
	As Applicable	Advance video auditions for the Drum & Bugle Corps	Section IV.6			X
<b><u>Section VI - Induction Day and Plebe Summer Information</u></b>						
	12-Jun-26 (As Applicable)	Lodging and Shuttle Request	Lodging and Transportation			X