



UNITED STATES POWER SQUADRONS

P. O. Box 30423  
Raleigh, NC 27622

Fax: 919-836-0813

Phone: 919-821-0281

**Letter of Transfer HQ 110**

**Part 1. Member Information**

Certificate Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Part 2. Contact Information (If changed)**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Part 3. Additional Household Members**

Note: If the Primary Member of a Household Unit moves all Members attached to that member will be transferred also.

No further listing of members is necessary. If the Household Unit is not still at the same address, a status change needs to be completed by the releasing secretary before the member can be transferred.

**Part 4. – To BE COMPLETED BY  
ADMITTING SECRETARY**

This member is approved for membership.

Squadron Account Number: \_\_\_\_\_

\_\_\_\_\_  
Squadron Secretary Certificate Number

\_\_\_\_\_  
Squadron Secretary Name

**Note: Send this form to the National Secretary at the HQ address (above) who will obtain the releasing squadron endorsement.**

**Part 5. – To BE COMPLETED BY  
RELEASING SECRETARY**

The above member's transfer has been approved and UNLESS A "PROTESTED" LETTER OF TRANSFER SHOWING SATISFACTORY CAUSE IS RETURNED TO NATIONAL SECRETARY OF USPS WITHIN 30 DAYS, TRANSFER WILL CONTINUE. Please sign and return to **USPS HQ - Attn: National Secretary**

TRANSFER ENDORSED

TRANSFER PROTESTED (EXPLANATION ATTACHED)

\_\_\_\_\_  
Squadron Secretary Certificate Number

\_\_\_\_\_  
Squadron Secretary Name

\_\_\_\_\_  
Squadron Account Number

**Note:** If the entire Household Unit is not residing at the transferring address, a status change needs to be filed with HQ.