

PROTECT YOUR VITAL DOCUMENTS



Financial



Legal Identification



Tax



Estate Planning



Medical



Personal/Family/Other



Property

Having important documents, medical records, contact numbers, etc. readily available will help minimize stress during the difficult days following a disaster. Following these suggestions will also help you get your recovery process started quickly and efficiently.

- Store vital documents in a fireproof/waterproof container or safe in your home.
- Establish an intuitive filing system so that your documents are easier to find and access.
- Create electronic backup copies and store them on an external memory device (USB, DVD) in the same container as your hardcopy documents.

(Tip: Include copies or the external memory device in a sealed bag as part of your emergency preparedness kit.)

- Lockup vital documents to protect yourself from identity theft.
- Store copies of your documents in a safe and secure offsite location, like a safety deposit box or a trusted friend or relative's home.

Attached is a list of vital documents for you and your family and your pets.

Vital Medical / Dental Family & Pets

- Birth / Death
- Medical / Immunization / Allergies
- Prescriptions – incl schedule & dosage

Identification Records- Family & Pets

- Licenses / Passports / VISAs
- Military / ID #s / Discharge
- Child ID Kits / Pet ID & Chip Info
- Membership Cards
- Voter Registration
- Adoption / Custody / Foster Care
- Naturalization / Immigration / Citizenship

Financial

- Cash (\$100 min)
- Checkbook, ATM/Debit & Pin Numbers
- Credit Cards, Info & Contacts
- Bank / Credit Union Account Info & Stmts
- Debts / Stocks / Bonds /
- Paycheck Stubs
- Investment Portfolio Info
- Brokerage Statements
- Credit Reports
- Tax Returns (1st 2 pages of past 3 years)

Retirement

- 401k Plan Info & Contacts
- Pension Plan Info & Contacts
- Social Security Cards & Info

Valuables

- Safe Combinations
- Safety Deposit Box Info & Contacts
- Home Inventory (list or electronic media)
- Jewelry / Collectibles / Manuscripts
- Firearm Licenses & Serial Numbers
- Serial Numbers of Valuable Items

Business / Employment

- Licenses / Insurance / Records
- Benefits Info
- Business & Client Contract Info
- Employment Records

Church

- Church Record / Certificates
- Patriarchal Blessings

Homes / Vehicle / Property

- Mortgage & Loan Info & Contacts
- Titles / Deeds
- Home Inspection / Appraisal Reports
- Inventory list w/pics, descriptions, serial #s...
- Purchase / Refinance Contracts
- Property Tax Records
- Auto registration / Bill of Sale / Lic & Vin Numbers
- Auto Insurance Info & Contacts
- Deed to Cemetery Plot
- Home Security Codes & Contacts
- Keys: Home / Auto / Safes / Mailbox / Boat / RV
- Lease / Rental Agreements

Education

- Diplomas / Certificates
- Education Transcripts & Records

Legal

- Marriage / Divorce / Prenup
- Wills / Living Wills / Trusts & Contacts
- Court Documents / Custody Agreements
- Inheritance Records
- Power of Attorney (including Durable)
- End of Life Instructions / Donor / Burial
- Contracts

Family & Pets

- Family History / Genealogy / Adoption Records
- Videos / Photos (electronic media)
- Scrap Books / Diaries / Journals
- Backup of Computer Files
- Family Recipes

Insurance

- Health / Medicare / Medicaid Policies & Contacts
- Life Insurance Policies & Contacts
- House / Auto / Flood / Earthquake Policies & Contacts
- Life Flight Policy & Contacts

Emergency

- Family Emergency Preparedness Plan
- List of Emergency Contacts with Addresses & Phone Numbers
- Special Needs Contacts & Instructions
- Offsite Records Storage (USB, DVD, etc)