

# Important Documents Checklist

Adapted and simplified from FEMA Checklist: [https://www.fema.gov/media-library-data/1441313659995-38b0760a58131b871d494ddacbf52b6e/EFFAK\\_2015\\_508\\_enabled.pdf](https://www.fema.gov/media-library-data/1441313659995-38b0760a58131b871d494ddacbf52b6e/EFFAK_2015_508_enabled.pdf)

- ☐ Driver's license
  - ☐ Any other photo ID
  - ☐ Birth certificate(s)/ adoption papers/ child custody documents
  - ☐ Marriage license
  - ☐ Divorce license
  - ☐ Social Security card(s)
  - ☐ Child identity cards/dental records/DNA swabs
  - ☐ Passport/green card
  - ☐ Naturalization documents
  - ☐ Current military ID
  - ☐ Military discharge record (DD 214)
  - ☐ Lease or rental agreement
  - ☐ Mortgage or real estate deeds of trust
  - ☐ Second mortgage/ private mortgage insurance
  - ☐ Home equity line of credit (HELOC)
  - ☐ Copies of latest utility bills (electric, water, gas) - for proof of residence
  - ☐ Loan payments for vehicles
  - ☐ Copies of loan agreements
  - ☐ Credit cards - Include account number and phone numbers to report lost or stolen cards
  - ☐ Alimony payments - Include copy of payment agreement.
  - ☐ Child support payments - Include copy of payment agreement.
  - ☐ Elder care facilities - Include copy of payment agreement.
  - ☐ Automatic payments (such as gym memberships)
  - ☐ Bank/credit union/debit card statements - Main goal is to document proof that you have an account, your account number, and the institution's contact information.
  - ☐ Retirement accounts (401K, TSP, IRA)
  - ☐ Investment accounts (stocks, bonds, mutual funds)
  - ☐ Vehicle registration/ ownership papers
  - ☐ Property/ homeowners/ renters insurance (including riders)
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- ☐ Copies of photos of property and contents (including photos of any valuable items that are separately covered)
- ☐ Auto insurance
- ☐ Life insurance
- ☐ Professional appraisals of personal property
- ☐ Recent pay stubs for all sources of income
- ☐ Government benefits (Social Security, Temporary Assistance for Needy Families, Veterans benefits) - Having proof of your income sources will be important if an emergency interrupts your income.
- ☐ Alimony income
- ☐ Child support income
- ☐ Rewards accounts (frequent flyer programs, hotel rewards)
- ☐ Previous year's tax returns (Federal, state, and/or local)
- ☐ Property tax statement
- ☐ Personal property tax (for example, car tax)
- ☐ Will/Trust
- ☐ Power(s) of attorney (personal/property)
- ☐ Copy of health insurance ID card(s), including Veteran Health Identification Card(s)
- ☐ Copy of pharmacy ID card(s)
- ☐ Medicare card
- ☐ Medicaid card
- ☐ Record of immunizations/ allergies
- ☐ Caregiver agency contract or service agreement
- ☐ List of medications you take on a regular basis
- ☐ Copies of current prescriptions (including glasses)
- ☐ List models, serial numbers, and suppliers for medical equipment (pacemakers, feeding pumps, home IV units, suction machines, wheelchairs, Braille or lower vision equipment)
- ☐ Disabilities documentation
- ☐ Living will/ power of attorney (medical)
- ☐ Veterinarian contact information

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