Important Documents Checklist

Adapted and simplified from FEMA Checklist: 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)

- [ ] 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 Identifi ation 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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