

# IMPORTANT DOCUMENTS



Use this checklist to identify important documents and other items that you should take with you if there is a disaster or emergency. Make copies of the documents and other information, and if possible, also copy the information to a Flash Drive. Put the documents in your GO BAG. Store this document and other important items/documents in a waterproof container. Always keep the originals in a safety deposit box or other safe location!

You may not need all the information on this list. Put together only those documents you think you will need to protect yourself, your family and your future!

- Family Emergency Planning Form *(provided in your toolkit)*
- A copy of each family member's Medical Emergency Wallet Card *(provided in your toolkit)*
- Family photo *(or current picture of each family member and any pets)*
- Extra cash
- Copies of important keys
- A list of everything of value you own and how much each is worth. *(Make a video or take pictures of your home inside and outside. Keep copies of receipts from large purchases. This will help make filing an insurance claim quicker and easier.)*
- Driver's license(s)
- Social security card(s)
- Birth certificate(s)
- Passport(s)
- Proof of citizenship
- Copies of prescriptions
- Copies of immunization records
- Copy of last physical exam/discharge summary
- Copies of recent bills *(such as power, water, utilities)*

- Copies of home or other property deeds, leases, mortgages, etc.
- Copies of vehicle titles, leases, loan documents, etc.
- Copies of will(s), living will(s), health care power(s) of attorney, financial power(s) of attorney, trust(s), etc.
- Computer files backed up on discs or USB drive(s)
- Copies of pet medical records, shots, microchip information, etc.
- Copies of paperwork for your service animal(s)

### Financial Information

- Bank account number(s) and password(s)
- Copy of last year's tax returns (Federal and State)
- Other:

### Copies of Insurance Documents and Cards

- Medical insurance
- Homeowner's/renter's insurance
- Auto insurance
- Life insurance
- Flood insurance
- Other insurance:

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## Important Phone Numbers and Other Contact Information

- Doctors
- Pharmacists
- Veterinarian
- Family members
- Close friends
- Other:

## Passwords to Remember

- Cell/smart phone(s)
- iPad(s)/tablet(s)/laptop(s)
- Email(s)
- Online accounts
- Videophone(s)
- Other:



### Don't forget!

When it's time to change the clocks for Daylight Saving Time, go through your **IMPORTANT DOCUMENTS**. Review everything to see if any information needs to be updated.

**DATE OF LAST UPDATE:** \_\_\_\_ / \_\_\_\_