CHECKLIST OF IMPORTANT DOCUMENTS: PERSONAL AND FAMILY INFORMATION

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Driver License				Photocopy front & back
Other Photo ID				Photocopy front & back
Birth Certificate(s) / Adoption Papers / Child Custody Documents				You can get copies of birth, adoption, death, marriage, and divorce certificates from your state health or social services administration office for a small fee. The Centers for Disease Control and Prevention (CDC) maintains a state-by-state contact list at https://www.cdc.gov/nchs/w2w/
Marriage License				
Divorce Decree				
Social Security Card				If you need a new card or a replacement card, call your local Social Security Administration (SSA) office for assistance at (800) 772-1213 and tell the operator where you live. To locate a nearby office, visit: https://www.ssa.gov/locator

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Child Identity Cards / Dental Records / DNA Swabs				Make sure that you have your children's identification records, including recent photographs, child identity cards with fingerprints, dental records (typically stored by dental care providers), or DNA swabs
Passport / Green Card				Photocopy the first two pages of your passport or front and back of your Green Card. Having a copy of your passport or Green Card will make getting a replacement quicker, if needed. Information about applying for and renewing a passport is available at: www.travel.state.gov/passports, or you can call the National Passport Information Center at (877) 487-2778. Information about applying for, renewing, and replacing a Green Card is available at: www.uscis.gov/greencard
Naturalization Documents				Information on U.S. Citizenship and Immigration Services is available at: www.uscis.gov. Naturalization documents are the only acceptable proof of citizenship for individuals not born in the United States: www.uscis.gov

MILITARY / SERVICE INFORMATION:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Current Military ID				If you are a veteran, keep copies of your DD 214, which is your military discharge form. You can find copies by contacting the U.S. National Archives and Records Administration at (866) 272-6272 or by accessing Veterans' Records online at: www.archives.gov/veterans
Military Discharge Record				

PETS INFORMATION:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Pet ID Tags				Ensure that you have a copy of your pet's ID tag numbers and microchip account information, if your pet has one. Also, include a current photograph of you with your pet.
Proof of Pet Ownership				
Pet Microchip Info				
Veterinarian Contact Information				
Pet Immunization Records				
Copy of Pet Prescriptions				
Emotional Support Letter				An emotional support letter is a document provided by a licensed mental health professional that confirms your need for the support animal and states that you are under the care of a licensed doctor or therapist who has prescribed to you an emotional support animal. There are no legal requirements for individuals to have this documentation. However, keep in mind that in the event of an emergency, shelters may need paperwork to differentiate between pets, emotional support animals, and service animals you have with you.

HOUSING PAYMENTS:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Lease or Rental Agreements				You may require proof of housing/rental to receive Federal disaster assistance. If you need a copy of your lease or rental agreement, ask your property owner for a copy.
Mortgage or Real Estate Deeds of Trust				You may require proof of home ownership to receive Federal disaster assistance. If you need a copy of your mortgage or deed of trust, contact your lending institution. Note: You must continue to pay your mortgage even if a disaster destroys your home or makes it uninhabitable. Failure to pay your mortgage could put your loan in default, which could result in foreclosure.
Second Mortgage / Private Mortgage Insurance				Include documentation of all mortgages on your home.
Home Equity Line of Credit				Include copies of other loans or financial responsibilities tied to your home.

FINANCIAL ACCOUNTS & FINANCIAL OBLIGATIONS:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Utility Bills				If you do not have a copy of your lease, having proof of utility payments is very important for showing proof of residence.
Loan Payments for Vehicles				Include a copy of the loan agreement.
Debit / Credit Cards				Include the account number, routing number, verification codes, and phone numbers to report lost or stolen cards.
Bank / Credit Union / Debit Card / Prepaid Debit Statements				Many people do most of their banking and other financial business online. If you bank electronically, download electronic copies of your account statements on a removable flash or external hard drive every few months. You can also print and store hard copies of account statements on a regular basis (every three months). The main goal of this is to keep proof that you have an account, your account number and the institution's contact information.
Retirement Accounts: 401K, Thrift Savings Plan, Individual Retirement Account (IRA)				
Investment Accounts: Stocks, Bonds, Mutual Funds, etc.				
Vehicle Registration / Ownership Papers				If you do not have your car ownership papers, you should be able to get a re-issued vehicle title or registration from your local Department of Motor Vehicles.

FINANCIAL ACCOUNTS & FINANCIAL OBLIGATIONS CONT.:

Student Loans				Include a copy of the loan agreement
Alimony Payments				Include a copy of the payment agreement.
Child Support Payments				Include a copy of the payment agreement and any check stubs or receipt of payments.
Elder Care Facilities				Include a copy of the payment agreement.
Automatic Payments (anything deducted automatically)				Include a copy of the payment agreement.
Recent Pay Stubs for All Sources of Income				Include one or two recent pay stubs for reference.
Government Benefits (Social Security, Temporary Assistance for Needy Families, Veterans Benefits, etc.)				Having proof of your income sources will be important if an emergency interrupts your income. To learn more about government benefits, grants, and financial aid and to obtain any needed documentation, visit: www.benefits.gov. If you receive paper checks for any of your Federal benefits, consider signing up for automatic benefits through Go Direct (http://www.fiscal.treasury.gov/GoDirect/)

INSURANCE INFORMATION:

<table>
<tr><th>DOCUMENT TYPE</th><th>HAVE</th><th>N/A</th><th>DATE ADDED / UPDATED</th><th>TIPS</th></tr>
<tr><td>Property / Homeowners / Renters</td><td></td><td></td><td></td><td rowspan="6">Call the claims numbers on your insurance policies to verify that the policy numbers are correct. Retain a copy of the claims call number with your records. Many insurance policies are not active until 30 days after you sign the paperwork. Review your policies' coverage to be sure they are still enough to support you and your family.</td></tr>
<tr><td>Copies of Photos of Property / Contents</td><td></td><td></td><td></td></tr>
<tr><td>Special Insurance Policy (e.g. jewelry)</td><td></td><td></td><td></td></tr>
<tr><td>Auto Insurance</td><td></td><td></td><td></td></tr>
<tr><td>Life Insurance</td><td></td><td></td><td></td></tr>
<tr><td>Pet Insurance</td><td></td><td></td><td></td></tr>
<tr><td>Flood Insurance</td><td></td><td></td><td></td><td>Floods are the nation's most common natural disaster. Flood damage is rarely covered under your homeowners or renters insurance. To learn more about coverage options, contact your agent, call the NFIP Help Center at 1-800-427-4661, or visit www.floodsmart.gov</td></tr>
<tr><td>Funeral Insurance</td><td></td><td></td><td></td><td></td></tr>
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TAX STATEMENTS:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Previous Years Tax Return				You may need tax returns from the previous three years to apply for some new loans. Check whether you are eligible for income-based assistance. Tax experts also recommend keeping all tax returns and records for seven years.
Property Tax Statement				
Personal Property Tax (Vehicle)				

ESTATE PLANNING:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Will / Trust				A will is a legal document that specifies who will receive your property after your death. A trust holds the property transferred to it and you can give it to a trusted loved one before your death. These documents can help reduce family conflicts, legal time, and financial costs during the stressful time of losing a l oved one. Most financial planners can help you create a will or trust, or you can contact a local legal aid office for help. Remember to file a living will and advance directive with hospitals and primary care doctors
Power of Attorney (Personal / Property)				Giving someone “power of attorney” allows another person to act on your behalf. This person does not need to be an attorney to give them power of attorney. You can give someone complete authority or authority that is limited to certain acts and/or certain periods of time. This is a legal document that a lawyer should write and review.

MEDICAL:

DOCUMENT TYPE	HAVE	N/A	DATE ADDED / UPDATED	TIPS
Physician Contact				You may wish to put a copy of your physician's or specialist's business card or paperwork from your most recent visit.
Medical Specialist				see above
Pediatrician Contact				see above
Copy of Health Insurance Card				You can get a copy of your health insurance cards from your insurance provider or the Department of Veterans Affairs
Copy of Pharmacy Card				
Medicare Card				
Medicaid Card				
Immunization / Allergy Records				
Caregiver Agent Contract				

MEDICAL CONT.:

List of Medications Taken on a Regular Basis				
Copies of Prescriptions				
List models, serial numbers, and suppliers for medical equipment (e.g., pacemakers, feeding pumps, home IV units, suction machines, wheelchairs, Braille or lower vision equipment)				
Disability Documentation				

This list is not exhaustive, and you or your family may have additional considerations for your documentation storage. If you believe it is necessary, make a copy.

www.unitedwayswva.org/united-recovery-force

UNITED WAY Southwest Virginia

UNITED RECOVERY FORCE Disaster Division