

# **Important Documents**

- Vital/Medical Records
  - Birth Certificates
  - Death Certificates
  - Marriage Certificate/License
  - Medical Records
  - Immunization Records
  - Prescriptions
  - Dental Records

#### Identification

- □ Licenses, Passports, Visas
- Child ID Kits
- Membership Cards and Information
- Military Records
- Voter Registration
- Adoption, Custody or Foster Care Records
- Naturalization / Immigration Papers

#### Finances

- Cash
- Checkbook
- ATM/Debit Card and Pin Numbers
- □ Credit Cards, Information and Contacts.
- Bank Account Passbooks
- □ Checking Account Info.
- Paycheck Stubs
- Debts
- □ Stocks
- $\square$  Bonds
- Student Loan Records
- Investment Account Statements
- Investment Portfolio
- Brokerage Statements
- Credit Reports
- Tax Returns

## Retirement

- □ 401K Plan Information and Contact
- Pension Plan Information and Contact
- Social Security Information

## Valuables

- Safe Combinations
- Safety Deposit Box Information and Contact
- □ Jewelry
- Treasured Books
- Home Inventory (On video Preferably)
- Collectibles
- Serial Numbers of Valuable Products
- Manuscripts
- Firearm Licenses and Serial Numbers

## Business/Employment

- Business Licenses
- Business Insurance
- Business Records

Created By: Jon Sherman

- Business and Important Client Contact Information
- Employee Benefits Records

- Employment Contract
- Employment Records
- Résumés
- Homes/Vehicles/Property
  - Loan Information
  - Mortgage Records
  - Titles
  - □ Deeds
  - Home Purchase or Re-finance Records
  - Lease Agreements
  - Automobile Registration, Title, Bill of Sale, License Plate # and Vin #
  - Automobile Insurance Policy and Agent Contact Information
  - Deed to Cemetery Lot
  - Home Security Codes and Contact Information
  - □ Keys Home, Cars, Safes, Business, RV, Mailbox, etc...
  - Property Tax Records
- Education
  - Diplomas
  - Academic Records and Transcripts

# Legal

- □ Contracts
- Court Documents
- Divorce Information
- Living Wills , Last Wills and Testaments
- □ Trust Information and Contact
- Inheritance Records
- Power of Attorney

# Church

- $\hfill\square$  Church Records and Certificates
- Patriarchal Blessings

## Family

- Awards, Certificates or Accommodations
- Backup of Computer Files
- Books of Remembrance
- Diaries and Journals
- □ Family History (Genealogy)
- □ Family Videos
- □ Favorite Pictures (Scan and burn to CD)
- Favorite Recipes
- Scrap Books

#### Insurance

Emergency

Email: iwillprepare@gmail.com

Insurance Policies

Numbers

Life Insurance Information and Agent

□ Family Emergency Preparedness Plan

Special Needs Contacts and Instructions

For more information go to www.iwillprepare.com

- Guarantees and Warranties
- Medicare, Medicaid and Food Stamp Info

List of Emergency Contacts with Addresses and Phone

Website: www.iwillprepare.com