



MANAGING YOUR IMPORTANT DOCUMENTS

Organizing key documents after a disaster can be challenging, especially if they have been lost, destroyed, or are otherwise inaccessible. Gathering important documents in advance will expedite the process of submitting an insurance claim or applying for federal aid. **This will save you critical time in your recovery.**

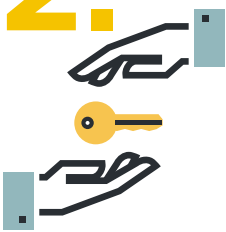
1.



GATHER AND ORGANIZE THE TYPES OF IMPORTANT DOCUMENTS AND RECORDS YOU MAY NEED AFTER A DISASTER

- Use the **checklist** on the next page to go through your documents
- Replace** any missing documents

2.



UPDATE ANY TITLES OR OWNERSHIP PAPERS THAT DO NOT LIST THE CURRENT OWNER'S NAME

- Record updated deeds with your municipality (you will have to **prove ownership** when filing insurance claims or applying for disaster assistance)

KEEP IN MIND:

HAVING IMPORTANT DOCUMENTS ORGANIZED, PROTECTED AND BACKED UP ELECTRONICALLY SO THEY ARE SAFE AND ACCESSIBLE IN AN EMERGENCY CAN HELP YOU AVOID DISASTER RECOVERY DELAYS.



3.



PROTECT HARD COPIES OF RECORDS

- Protect records from water by storing them in a **water-proof bag** or from fire by securing them in a **fi e-proof box**
- Know where your records are stored, which will allow **grab-and-go convenience** if you evacuate

4.



SAFELY STORE RECORDS WITH BACKUP COPIES YOU CAN ACCESS FROM OUTSIDE YOUR HOME

- Take photos of your records and store them on **your smartphone**
- OR upload copies of your records to a **USB** that can be stored with a family member or friend in a **remote location**
- OR upload your records to secure, online **cloud storage service**

5



BE FAMILIAR WITH THE TYPES OF DOCUMENTS FEMA AND SBA REQUIRE

- Visit **SBA.gov** and search for information on the “Disaster Home and Property Loans program”
- Visit **FEMA.gov** and search for information on the “Individuals and Household Program”

QUICK TIP:

MAKE A PLAN TO HELP OLDER FAMILY MEMBERS AND FRIENDS SECURE THEIR MOST IMPORTANT DOCUMENTS IN A WAY THAT THEY, OR A TRUSTED PARTY, CAN EASILY ACCESS.





KEY DOCUMENTS CHECKLIST

PERSONAL IDENTIFICATION

For disaster aid applications, FEMA must be able to **verify applicants' identities** with a valid SSN and/or other alternative forms of documentation.

- Social security card
- Driver's license and ID cards
- Birth certificate, adoption and child custody records (if applying for assistance on behalf of a U.S. minor)
- Marriage and divorce licenses (to confirm proof of maiden name)
- Passport, green card, naturalization documents
- Military ID, discharge records

If you get separated from loved ones, the following documents are helpful to find them:

- Photographs of family and pets
- Pet microchip numbers, IDs, or proof of ownership information

HOUSEHOLD INFO & CONTACTS

Gather important contact information in advance so you can **get in touch** with loved ones, local emergency services, and others in your network more quickly **during an emergency**.

- Family emergency and out-of-town contacts
- Employer information and contacts
- School information and contacts
- Local government and emergency services contacts
- Service and utility providers
- Repair and contractor services

FINANCIAL AND LEGAL

Having copies of your financial information will **expedite the process** of applying for aid, submitting a claim, or making any necessary payments after a disaster.

- Housing records (deed, lease, rental agreement, mortgage, home equity line of credit)
- Insurance policies
- Vehicle title and registration
- Income sources (pay stubs, benefits statements)
- Other financial obligations (bills, loans, credit cards, family support, recurring payments)
- Tax records (keep returns a minimum of 3 years)
- Bank & investment account information
- Will, trust, power of attorney

MEDICAL

After a disaster, your medical needs may be met by an outside provider. **Having your records available** is critical so you may receive the best care.

- Physician and pharmacy contact information
- Health insurance ID cards and policy information
- Medicare/Medicaid ID cards
- Immunization, allergy and medical history
- Current prescription/medication list
- Caregiver agency contract
- Medical equipment models, serial numbers and supplier information
- Disabilities documentation
- Pet prescriptions and vet contact information

