



Checklist of Items to Include in Your Emergency Binder

VITAL DOCUMENTS

- Birth Certificates
- Passports
- Social Security Cards
- Immunization Records
- Cash-keep a variety of small bills on hand
- Copy of your will, living trust, power of attorney, etc.
- Medical information including prescriptions
- Military and church papers
- Diplomas and transcripts
- Marriage certificates
- Adoption papers
- Current pictures of family members
- Pet records
- Proof of citizenship
- Employee authorization letter on official letterhead provided by employer



INSURANCE DOCUMENTS

- Homeowners insurance policy + home security company
- Flood insurance policy
- Auto insurance policy + vehicle registration
- Life insurance policy
- Medical insurance policy
- Pictures and inventory lists of all your personal belongings for insurance

FINANCIAL DOCUMENTS

- Copies of your credit cards front and back
- Bank statements
- Retirement/Social security statements
- Internet passwords (banking, personal, work, etc.)
- Utility statements
- Work/tax documents that would be difficult to replace
- Property deed
- Lease agreements