



# Important Documents to Scan and Store Safely



## Personal Identification

- Driver's license (front and back)
  - Passport (all family members)
  - Social Security cards
  - Birth certificates
  - Adoption papers
  - Marriage certificate / divorce decrees
  - Military ID & discharge papers (DD214 or equivalent)
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## Financial Records

- Bank account info (statements, account/routing numbers)
  - Credit/debit card copies (front and back)
  - Investment & retirement account statements (401k, IRA, brokerage)
  - Loan and mortgage documents
  - Tax returns (at least past 3–7 years)
  - Pay stubs or income verification
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## Property & Housing

- Mortgage, deed, or lease/rental agreements
- Home inventory list (photos or spreadsheet of valuables)
- Vehicle titles & registrations
- Insurance policies (home, renters, auto, flood, life, health)



# Important Documents to Scan and Store Safely

- Property tax documents



## Medical & Health

- Health insurance cards & policies
- Vaccination records (including for children and pets)
- Prescriptions (medication list, dosage, doctor info)
- Medical history & allergies list
- Living will / healthcare power of attorney
- Medicare/Medicaid documents



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## Legal & Estate

- Wills, trusts, and estate planning docs
- Power of attorney papers (financial & medical)
- Court orders (custody, child support, restraining orders)
- Citizenship / naturalization papers
- Immigration papers (visas, green cards, work permits)



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## Education & Employment

- Diplomas, transcripts, certifications, licenses
- Professional licenses (nursing, law, teaching, etc.)
- Employment contracts
- Resumes & reference letters



# Important Documents to Scan and Store Safely



## Family & Emergency

- Emergency contact list (family, doctors, insurance, lawyer)
  - Recent family photos (helpful if separated during emergencies)
  - Pet records (vaccinations, microchip info, adoption papers)
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## Digital & Access

- List of important passwords (use a password manager, or keep encrypted copy)
  - Cloud storage account login info (Google Drive, iCloud, Dropbox, etc.)
  - Copies of keys or access codes (safe deposit boxes, alarm systems)
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## Pro Tips for Storage & Security

- Store in **two places**:
  - **Cloud service** (Google Drive, Dropbox, iCloud, OneDrive — with 2FA enabled)
  - **Encrypted USB drive or external hard drive** in your Go-Bag.
- Use **file names that are easy to recognize** (e.g., “Passport\_JohnDoe\_2025.pdf”).
- Update scans **once a year** (tax season is a good reminder).