

Keep Your Important Papers Safe

Every person has important papers, such as identification documents and medical information. Make a plan to keep your documents safe if there is a fire or a flood.

- Organize your important papers and keep them together in a safe place, like a fire-safe box.
- Keep at least one copy of each of your papers in a place other than your home, like at a friend's home or a in safe deposit box at the bank.

If there is an emergency, your papers will be safe and you will be able to find them easily.



Activity – Keep Your Important Papers Safe

1) Use the list below to gather important papers for each person in your family.

- **Personal documents:** birth certificate, social security card, citizenship papers, driver's license, passport, visa, marriage certificate, death certificate, will
- **Health documents:** medical insurance cards, medical records, copies of prescriptions for medications, prepaid burial documents
- **Car documents:** registration, title, insurance documents, lease agreement
- **Bank documents:** bank account information, stocks, bonds, checks
- **House documents:** mortgage, title, deed, tax information
- **Documents for pets:** registration and license papers, vaccination records, medication information



2) Go to your local library or copy center.

3) Make two copies of the papers

4) Keep one set of copies in a fire-safe box in your home.

5) Keep the other set at the home of a family member or friend that you trust. Or, keep the papers in a safe deposit box at the bank.

