

# Replacing or Protecting Documents

Sometimes important documents get lost or destroyed in a disaster. It's important to replace them as soon as possible.

You can use the following checklist while taking steps to protect your documents before a disaster, or to make sure everything is replaced after a disaster. You should complete the checklist for yourself, your spouse or partner, your children, and any other household members.

If you lose important documents during a disaster, AppalReD's Disaster Response Team can assist you in taking the right steps to replace them. It is possible that some entities may waive replacement fees for disaster survivors. Your attorney can reach out on your behalf to ask about fee waivers.

## Checklist of Important Documents

1. Birth certificates
2. Death certificates for immediate family members, especially if their death was recent and you are still settling their affairs
3. Marriage license
4. Divorce decree

All can be obtained from the Kentucky Office of Vital Statistics. For instructions and pricing, visit <https://www.cdc.gov/nchs/w2w/kentucky.htm>. If these records are in another state, visit <https://www.cdc.gov/nchs/w2w/index.htm> to locate similar offices in other states.

### 5. Social Security card

You can request a new card online at [SSA.gov](https://www.ssa.gov) or fill out an application for one and bring it to your local Social Security office along with another form of valid identification. You may also call 800-772-1213 (TTY 800-325-0778) for assistance.

### 6. Driver's License or State ID/Real ID card

The easiest method for replacement is going to a Driver's Licensing Regional Office. Visit <https://drive.ky.gov/Pages/Find-an-Office.aspx> to find your nearest Office.

### 7. Passport

Visit <https://travel.state.gov/content/travel/en/passports/have-passport/lost-stolen.html> for instructions on how to report your passport as lost. You will then have to go through the steps to obtain a new passport.

### 8. Military ID and service records

Instructions for replacement at <https://www.archives.gov/veterans>

### 9. Deeds and wills

Contact your County Clerk.

### 10. Insurance policies

Contact your insurance company or broker. Make sure you get a replacement of your entire policy, including any endorsements, riders, or addendums.

### 11. Tax records

Call the IRS at 800-829-1040, Monday through Friday, or log onto [irs.gov](https://www.irs.gov).

### 12. Proof of residency

Contact your utility company to request a copy of your most recent paper bill.

13. Medicare card

To replace your card, call Medicare at 800-633-4227 (TTY 877-486-2048), visit your local Social Security office, request a new card through your online account with Social Security, or visit?Medicare.gov.

14. Medicaid card

Contact the Kentucky Department for Community Based Services toll-free at (855) 306-8959 to request a replacement Medicaid card.

15. Permanent Resident Card (Green Card)

Visit <https://www.uscis.gov/green-card/after-we-grant-your-green-card/replace-your-green-card>.

## Before A Disaster: Tips For Protecting Documents

- Keep important documents in a water and fireproof container. There are options for every budget.
- Let a trusted person know the location of your documents in case you are missing, injured, or pass away.
- Consider making copies of important documents and storing them at a secure location other than your home. One option could be a safe deposit box at your bank.
- Consider using a scanner to create digital copies of your documents. Save them using an online storage site such as iCloud or Google Drive. Make sure your account is protected with a strong password.

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