



# FINANCIAL AND INSURANCE RECORDS

To ensure that you are protected after an emergency, it is necessary to protect and preserve your family's valuable financial and insurance records. During the excitement of an emergency situation, it is easy to forget about protecting important records. Instead, prepare for such an event by making sure these records are already part of your emergency supply kit.

## ***Important Records***

- Personal:
  - Military ID cards
  - Birth certificate
  - Marriage licenses and divorce records
  - Social Security cards
  - Passports
  - Citizenship papers
  - Medical records
  - Wills
  - Vehicle registration/ownership records
  - Power(s) of attorney (personal/property)
- Financial
  - Tax returns and property tax statement
  - Bank/credit union statements
  - Credit/debit card statements
  - Retirement accounts
  - Investment accounts
  - All income records (including government benefits, child support, and alimony)
  - Mortgage statement or lease
  - Bills (electricity, gas, water, etc.)
- Insurance
  - Health insurance card
  - Insurance statements (property, rental, auto, and life)

All personnel should maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan, and be informed about what might happen.

## ***Preparing Your Records for an Emergency***

- Make sure you have dated copies of all important personal, financial, and insurance records.
- If possible, make electronic copies and store them on a disk in your emergency supply kit.
- Place important records in a waterproof/fireproof container to be taken with you in case of an emergency, or store them in a bank safe deposit box.

## ***Where to Find Additional Information***

- Federal Emergency Management Agency (FEMA)—
  - With Operation Hope—[www.operationhope.org/fileupload/File/effak\\_english.pdf](http://www.operationhope.org/fileupload/File/effak_english.pdf)
  - [www.fema.gov/plan/prepare/recordsplan.shtm](http://www.fema.gov/plan/prepare/recordsplan.shtm)

***Semper Paratus***

**Be “Always Ready.” Get an emergency supply kit good for at least three days, make an emergency plan with your family, and be informed about what might happen.**