



# 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 certificates and adoption papers
  - Marriage licenses and divorce records
  - Social Security cards
  - Passports
  - Citizenship papers
  - Medical records
  - Wills
  - Vehicle registration/ownership records
  - Household goods inventory from last three moves
  - 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 be informed about what might happen, make a family emergency plan, and build an emergency supply kit.

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## ***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 flash drive 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***

- Coast Guard Personal Readiness Plan  
([http://www.uscg.mil/legal/la/Personal\\_Readiness\\_Plan.asp](http://www.uscg.mil/legal/la/Personal_Readiness_Plan.asp))
  - **Section 1 – Personal Identity & Vital Documents**
  - **Section 2 – Emergency Information & Powers of Attorney**
  - **Section 3 – Healthcare & Medical Directives**
  - **Section 4 – Income, Savings & Investments, and Life Insurance**
  - **Section 5 – Monthly Expenses, Debt, and Credit Reports**
  - **Section 6 – Primary Residence, Insurance & Household Services**
  - **Section 7 – Vehicle Information, Insurance, Titles & Documentation**
  - **Section 8 – Taxes**
  - **Section 9 – Survivor Assistance & Benefits**
  - **Section 10 – Estate Planning & Funeral Instructions**

## ***Semper Paratus***

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

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