



HOUSEHOLD INFORMATION CHECKLIST

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This will help identify and collect all of the important information that you need in case of emergency. This section focuses on gathering all of your identification cards and licenses. The categories for this section includes:



Household Identification

- Identification Documents
 - Photo IDs: To prove identity of household members.
 - Birth Certificates: To maintain or re-establish contact with family members.
 - Social Security Cards: To apply for FEMA disaster assistance.
- Military Service Information
- Pet Information
- Household Details




Household Contacts

- Banking Institutions
- Insurance Agents
- Health Professionals
- Service Providers

Once the above checklist is complete, we can move on to filling out a few simple forms that will collect all of you and your family's basic personal information.

It may seem silly to put this information, that you know all too well, into this Kit, but remember that the Kit is for you and your family. Someone else in your family may be the person using the Kit to respond in an emergency.

ATTENTION: Always be cautious about sharing personal financial information, such as your bank account number, social security number, or credit card number. [Click here](#) to learn how to safeguard your critical documents.



BASIC INFORMATION CHECKLIST

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These forms will only take a few minutes to complete. You will collect your personal contact information along with that of everyone in your household, pets too!

Finally, you will identify specific individuals to have as your emergency contacts.

Item	Do You Need It?	Got It!	Date Updated	Notes
Driver's License (1)				Photocopy of both sides.
Driver's License (2)				
Non-Driver ID				
Other Photo ID				
Birth Certificates				You can get copies of birth, adoption, death, marriage, and divorce certificates from your state health or social services administration office for a small fee.
Marriage License				
Divorce Decree				
Social Security Cards				If you need a new card or a replacement card, contact your local Social Security office.
Passport or Green Card				Photocopy the first two pages of your passport or front and back of your Green Card. Having a copy of your passport or Green Card will make getting a replacement quicker, if needed.
Current Military ID				
Military Discharge Records				If you are a veteran, keep copies of your DD 214, which is your military discharge form.
Pet ID Tags				Ensure that you have a copy of your pet's ID tag numbers and microchip account information, if your pet has one. Also, include a current photograph of you with your pet.
Photos of Pets				
Pet Microchip Information				
Service Animal Certificate				

Good start...

Now it's time to move on to your contact information.

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MY CONTACT INFORMATION

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Your Contact Information					
Last Name		First Name		Middle	
Date of Birth		Place of Birth			
Drivers Lic #		Other ID #			

Your Primary Residence					
Address				Apt #	
City		State		Zip	
Cell Phone		Work Phone		Other	
Main Email		Work Email			

Mailing Address					
Address				Apt #	
City		State		Zip	

Your Partner's Contact Information					
Last Name		First Name		Middle	
Date of Birth		Place of Birth			
Cell Phone		Work Place			
Main Email		Other			
Drivers Lic #		Other ID #			

Your Employment Information					
Company					
Address				Suite #	
City		State		Zip	
Contact		Phone		Email	

Your Partner's Employment Information					
Company					
Address				Suite #	
City		State		Zip	
Contact		Phone		Email	



Now is a good time to have your emergency contact information handy.

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EMERGENCY CONTACTS

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Emergency Contact Information			
Contact #1		Relationship	
Cell Phone		Email	
Notes			

Emergency Contact Information			
Contact #2		Relationship	
Cell Phone		Email	
Notes			

Emergency Contact Information			
Contact #3		Relationship	
Cell Phone		Email	
Notes			

Emergency Contact Information			
Contact #4		Relationship	
Cell Phone		Email	
Notes			



Almost done!
One more form to go.

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HOUSEHOLD MEMBERS

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Household Member					
Last Name		First Name		Middle	
Date of Birth		Cell Phone		Email	
School/Work		Contact Name			
Phone		Email			

Household Member					
Last Name		First Name		Middle	
Date of Birth		Cell Phone		Email	
School/Work		Contact Name			
Phone		Email			

Household Member					
Last Name		First Name		Middle	
Date of Birth		Cell Phone		Email	
School/Work		Contact Name			
Phone		Email			

Household Member					
Last Name		First Name		Middle	
Date of Birth		Cell Phone		Email	
School/Work		Contact Name			
Phone		Email			



Way to go!!

You've completed the first step of your Financial First Aid Kit.

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