

Family Records

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Personal information for adult family members:

- **Birth Certificate:** For legal purposes or to obtain a Driver's License it is important to have an original birth certificate with a raised seal. For information on replacing a birth certificate go to the Office of Vital Records and Statistics. For more information and a local address go to <http://www.cdc.gov/nchs/w2w/utah.htm>.
- **Marriage license:** Replacement copies can be obtained from the Office of Vital Statistics or the County Clerk in the county where the marriage license was issued. For additional information <http://www.cdc.gov/nchs/w2w/utah.htm>.
- **Divorce Decree:** Replacement copies can be obtained from the Office of Vital Statistics or the County Clerk in the county where divorce was granted. For additional information <http://www.cdc.gov/nchs/w2w/utah.htm>.
- **Social Security or Green card:** For information on replacing a Social Security card http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/251. Information regarding a Green Card Replacement: <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=d0a33a4107083210VgnVCM100000082ca60aRCRD&vgnnextchannel=d0a33a4107083210VgnVCM100000082ca60aRCRD>
- **Citizenship/naturalization papers**
- **Driver's License:** Number or photo copy of Driver's License.
- **Passport /Green card:** A passport is a working document. It can be kept in a safety deposit box but is generally kept in a safe location where it can be used. If you are traveling, make a copy of your passport and put it in a safe location or with a family member. In the event it is lost or stolen, faxing it to an embassy can expedite a replacement. For information regarding a lost or stolen passport http://travel.state.gov/passport/lost/lost_848.html.
- **Blood type:** In an emergency knowing your blood type and/or the blood type of other family members insures the correct blood will be given or which members may be compatible if needed.
- **Immunization records:** Immunization records are a lifelong record. Current records are helpful for foreign travel, emergency situations and general health. For more information or to update your record go to: <http://www.cdc.gov/vaccines/adults/vaccination-records.html>
- **Prescriptions:** Fill in the attached form with all prescriptions, over the counter medications and supplements you take on a regular basis. Keep a photocopy in your purse or for doctor or hospital visits. An inexpensive pill box with a weeks' worth of medications is recommended to keep with your emergency binder information.
- **Health record:** Allergies, surgeries, chronic conditions

- **Insurance coverage:** Copy of Health insurance card and Life Insurance policy.
- **Religious preference/ religious documents:** Baptismal and confirmation records.
- **Education:** Diplomas, transcripts, current resume. For information regarding lost or destroyed diplomas, contact educational institution to see their replacement regulations.
- **Will or trust:** check with any attorney in order to determine if a will or trust will serve your needs best.
 - Power of Attorney
 - Executor
 - Date Last updated
 - DD Form 1543 (Military Annual Legal Checkup)
- **Living Will or Advance Health Care Directive:** In the event you are unable to make a decision regarding your health care preferences a living will names a health care agent and outlines your end of life choices. A living will kit can be accessed at: <http://aging.utah.edu/programs/utah-coa/directives/> or at your local hospital. A Living Will does not need to be completed by an attorney but should be notarized to be legal. A Living Will is easily changed or rewritten if your preferences change.
- **Burial/funeral information:** Prepaid burial, location of plot and burial preferences.
- **Military records:** Important military records such as discharge records, DD214, <http://www.archives.gov/veterans/military-service-records/>. These records are necessary to qualify for retirement, insurance, medical, burial, etc.
- **Membership records:** Copies of membership with expiration dates. Include membership numbers if they apply.
- **Licenses to Practice:** Necessary to verify credentials.
- **List of Supervisors/ Commanders:** Contact information and dates of supervision.

Personal information for children

- **Birth certificate**
- **Social security card:** Periodically check your child's credit report to safeguard against identity theft. Placing a credit freeze on your child's credit may provide some added protection. For more information go to <http://www.consumer.ftc.gov/articles/0040-child-identity-theft>.
- **Passport:** All children, regardless of age, must have a passport when traveling outside of the country.
- **Blood type:** In an emergency knowing your blood type and/or the blood type of other family members insures the correct blood will be given or which members may be compatible if needed.
- **Immunization record:** A current immunization record is necessary to enroll children in school and to participate in many activities. To obtain more information and an immunization tracker go to: <http://www.cdc.gov/vaccines/parents/record-regs/immuniz-records-child.html>.
- **Prescriptions:** List of medications taken, dosage and pharmacy
- **Health record:** Allergies, surgeries, chronic conditions
- **Insurance:** Copy of Health Insurance card and Life Insurance policy.
- **Current picture:** In addition to school pictures have a picture taken with family members in everyday clothing

- **Child identification:** Finger prints or DNA samples are common forms of positive identification. Basic fingerprinting kits can often be obtained through your insurance company, local police station or purchased online at: http://www.kidstarsafety.com/child_id_fingerprint_kits.

The Bountiful Police Department has created a DNA Kit with instructions which is reprinted with permission.

- **Adoption papers:** If applicable.
- **Child support agreements**
- **Education:** List of schools, their location and teachers. Insert report cards and significant information in plastic sheet protector.
- **Military:** The following documents may be helpful in the event of deployment-
 - Legal Guardianship Papers
 - Other letters of authorization

Information for Pets:

In an emergency a pet is more likely to be reunited with its owner if it has an identification tag with phone number. In the event of a large disaster or emergency a cell phone number or out of area contact may increase the possibility of finding a contact.

- **Name of pet**
- **Date of Birth**
- **Registration papers** (if registered)
- **Picture of pet with owner**
- **Identification:** Pet microchip ID number and registration site, rabies tag number and county in which it was issued.
- **Insurance:** (if applicable) include a copy of insurance card/policy. Phone number and address for insurance company.
- **Veterinarian:** Address, phone number, emergency or after hours contact number
- **Nearest 24-hour pet emergency room:** Address, phone number
- **Health record:** List of immunizations, chronic conditions and medications
- **Emergency shelter:** that will care for pets in case of a disaster
- Local hotels/motels that allow pets
- **Free pet rescue window decal alert:** The free window rescue decal alerts fire or emergency workers to the pets located inside the home. To obtain a free alert sticker check the following websites: <https://www.aspca.org/form/free-pet-safety-pack>, <http://www.asgsecurity.com/free-window-decal.html> or a printable version can be obtained at: http://arf.convio.net/site/PageNavigator/emergency_decal.html.

- **Pet emergency preparedness:** <http://www.aspca.org/pet-care/disaster-preparedness>
or http://arf.convio.net/site/PageNavigator/emergency_decal.html