
Vital Records

These documents should be kept in a safe deposit box at the bank or a fireproof safe in your home (bolted to the floor). Check off each item that you will put in the safe. Keep this list at home in a file labeled "Safe Deposit Box". If you remove something from the safe permanently, change your list.

Date _____

Location of Safe Deposit Box _____

- Automobile Titles
- Birth (or Adoption) Certificates
- Death Certificates
- Divorce Decrees
- Copies of Drivers Licenses, Credit Cards, etc. (items in your wallet)
- Household Inventory (video, photos, appraisals, etc.)
- Insurance Policies (Life and Disability)
- Jewelry, Coins, Collectibles, and Valuables (You can lock them away, but you must also decide whether to carry additional insurance on the items to protect them when they are "out".)
- Last Will and Testaments, Living Wills, Durable Powers of Attorney for Healthcare, and traditional Powers of Attorney (give a copy of all these documents to your executor or the person with authority in a sealed and labeled envelope)
- Marriage Certificates
- Military Records
- Passports (*when traveling carry a copy with you*)
- Real Estate Warranty Deeds
- Social Security Cards
- Stock or Bond Certificates (better still let your investment broker hold them)