

**DOCUMENT LOCATOR FORM:**

Complete this form and include it as Tab E in your Family Care Plan folder. Be sure that all of the following documents are safely stored and that your spouse and/or a trusted 3<sup>rd</sup> party know where they are filed.

<b><u>TYPE OF DOCUMENT</u></b>	<b><u>LOCATION</u></b>	<b><u>ACCT. NUMBER (if any)</u></b>
Adoption Papers.....	_____	_____
Auto Insurance.....	_____	_____
Bank/Checking Account Info...	_____	_____
Birth Certificates.....	_____	_____
Citizenship Papers.....	_____	_____
Credit Cards (note exp. dates)...	_____	_____
Death Certificates.....	_____	_____
DEERS Enrollment (copy).....	_____	_____
Divorce Papers.....	_____	_____
Family ID Cards.....	_____	_____
Insurance Policy(s).....	_____	_____
Inventory of Household Property	_____	_____
List of immediate family members	_____	_____
Marriage License/Certificate....	_____	_____
Military Service Records.....	_____	_____
Passports/Visas.....	_____	_____
Powers of Attorney.....	_____	_____
Proof of Service Documents.....	_____	_____
Real Estate Papers.....	_____	_____
(deeds, titles, mortgages).....	_____	_____
Safety-Deposit Box.....	_____	_____
Savings Bonds.....	_____	_____
Social Security Numbers.....	_____	_____
Tax Records.....	_____	_____
Title (autos, boats, trailers).....	_____	_____
Vaccination Records.....	_____	_____
Will(s).....	_____	_____