FREE PRINTABLE CHECKLIST

Family emergency binder checklist

The papers your family would reach for first, gathered in one binder you can grab on the way out the door. Tick what you have and write down where each original lives.

Sources checked on November 27, 2026. Every fact links to the office it came from.

Ready.gov suggests making copies of important documents for your disaster supplies kit, and storing important papers in a safe place, such as a safety deposit box away from your home. Ready.gov

Its kit list suggests keeping copies saved electronically or in a waterproof, portable container. Ready.gov

IDs, one set for each person

Copy both sides of each card. USA.gov notes that many replacements require you to show an official document, like your birth certificate.

- [ ] **Birth certificate** — Kept where _____
  Copies come from the vital records office of the state where the person was born.
  Source: USA.gov
- [ ] **Driver's license or state ID** — Kept where _____
  Replaced by your state motor vehicle agency.
  Source: USA.gov
- [ ] **Social Security card** — Kept where _____
  Source: USA.gov
- [ ] **Passport** — Kept where _____
  Source: USA.gov
- [ ] **Green card or naturalization certificate, if you have one** — Kept where _____
  Source: USA.gov
- [ ] **Military ID, if you have one** — Kept where _____
  Source: USA.gov

Health

Ready.gov's Emergency Financial First Aid Kit asks you to identify your important documents, medical records and household contracts.

- [ ] **Medicare or Medicaid card, if you have one** — Kept where _____
  Source: USA.gov

- [ ] **Medical records you would need away from home**
  A list of medicines, allergies and doctors is a good start.
  Source: Ready.gov
  Kept where _____

- [ ] **Vaccine records for each child**
  CDC suggests keeping them in a safe place, starting with the first vaccine.
  Source: CDC
  Kept where _____

Home and money

Ready.gov names deeds and property records among the important papers to store in a safe place.

- [ ] **Insurance policies**
  Source: Ready.gov
  Kept where _____

- [ ] **Deeds**
  Source: Ready.gov
  Kept where _____

- [ ] **Lease or rental agreement, if you rent**
  Our suggestion
  Kept where _____

- [ ] **Other property records**
  Source: Ready.gov
  Kept where _____

- [ ] **Bank account records**
  Source: Ready.gov
  Kept where _____

- [ ] **Household contracts**
  Utilities, loans, and anything else you would need to call about.
  Source: Ready.gov
  Kept where _____

- [ ] **Photos or a video of your home and belongings**
  Ready.gov suggests photos or a video of the inside and outside of your home.
  Source: Ready.gov
  Kept where _____

- [ ] **Some cash**
  Cash is on Ready.gov's list of extra emergency supplies.
  Source: Ready.gov
  Kept where _____

People to call

One page, written by hand, that anyone in the family can read.

- [ ] **Phone numbers for family and a contact outside your area**
  Our suggestion
  Kept where _____

- [ ] **Doctors, schools and workplaces** — Kept where _____
  Our suggestion
- [ ] **The people who handle your accounts and your home** — Kept where _____
  Our suggestion

Official sources

- Ready.gov, Financial Preparedness: www.ready.gov/financial-preparedness
- Ready.gov, Build a Kit: www.ready.gov/kit
- USA.gov, How to replace lost or stolen ID cards: www.usa.gov/replace-vital-documents
- CDC, Keeping Track of Records: www.cdc.gov/vaccines-children/records/index.html

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