

- If the document is an item that you normally carry with you (e.g., an insurance card or military ID that you keep in your wallet or purse), make a copy of the item and store that copy with your EFFAK.

Household Identification

Use this section to write down important information about your household. This information can help you to:

- Prove the identity of all household members after a disaster strikes;
- Maintain or re-establish contact with your family or other members of your household;
- Maintain contact with your employer or the employers of others in your household; and
- Apply for FEMA disaster assistance, if eligible (along with the information contained in the **Financial and Legal Documentation** section).

Checklist of Important Documents: Personal and Family Information				
Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
IDENTIFICATION DOCUMENTS				
Driver's license				Photocopy the front and back.
Other photo ID				Photocopy the front and back.
Birth certificate(s)/ adoption papers/child custody documents				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. The Centers for Disease Control and Prevention (CDC) maintains a state-by-state contact list at: www.cdc.gov/nchs/w2w/ .
Marriage license				
Divorce decree				
Social Security card(s)				If you need a new card or a replacement card, call your local Social Security Administration (SSA) office for assistance at (800) 772-1213 and tell the operator where you live. To locate a nearby office, visit: https://secure.ssa.gov/ICON/main.jsp .
Child identity cards/ dental records/ DNA swabs				Make sure that you have your children's identification records, including recent photographs, child identity cards with fingerprints, dental records (typically stored by dental care providers), or DNA swabs.
Passport/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. Information about applying for and renewing a passport is available at: www.travel.state.gov/passports , or you can call the National Passport Information Center at (877) 487-2778 . Information about applying for, renewing, and replacing a Green Card is available at: www.uscis.gov/greencard .
Naturalization documents				Information on U.S. Citizenship and Immigration Services is available at: www.uscis.gov . Naturalization documents are the only acceptable proof of citizenship for individuals not born in the United States: www.uscis.gov .

Checklist of Important Documents: Personal and Family Information

Type of Document	Have	N/A	Date Added/ Updated	Tips and Links
MILITARY/SERVICE INFORMATION				
Current military ID				If you are a veteran, keep copies of your DD 214, which is your military discharge form. You can find copies by contacting the U.S. National Archives and Records Administration at (866) 272-6272 or by accessing Veterans' Records online at: www.archives.gov/veterans .
Military discharge record (DD 214)				
PETS				
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.
Proof of pet ownership (e.g. photos of owners with pets, registration papers)				
Pet microchip information				
Emotional support letter				An emotional support letter is a document provided by a licensed mental health professional that confirms your need for the support animal and states that you are under the care of a licensed doctor or therapist who has prescribed to you an emotional support animal.
Certification for service animals				There are no legal requirements for individuals to have this documentation. However, keep in mind that in the event of an emergency, shelters may need paperwork to differentiate between pets, emotional support animals, and service animals you have with you.

Household Information

Because every household is different, you will need to **customize these forms to meet your needs**. For example, if someone in your household has more than one job, be sure to write down contact information for someone at each job.

YOUR NAME

Last Name:	First Name:	Middle Name:
Date of Birth:	Place of Birth:	

RESIDENCE

Address:		Apt.:
City:	State:	ZIP:
Home Phone:	Cell Phone:	Work Phone:
Email:	Other:	

CURRENT MAILING ADDRESS OR P.O. BOX

Address:		Apt:
City:	State:	ZIP:

NAME OF SPOUSE/PARTNER

Last Name:	First Name:	Middle Name:
Date of Birth:	Place of Birth:	
Cell Phone:		Work Place:
Email:		Other:

YOUR EMPLOYMENT INFORMATION

Company/Firm:		
Address:		Suite:
City:	State:	ZIP:

NAME OF SUPERVISOR OR OTHER WORK CONTACT

Last Name:	First Name:	Title:
Work Phone:	Email:	
Home Phone:	Other:	

YOUR SPOUSE/PARTNER'S EMPLOYMENT INFORMATION

Company/Firm:		
Address:		Suite:
City:	State:	ZIP:

NAME OF YOUR SPOUSE/PARTNER'S SUPERVISOR/WORK CONTACT

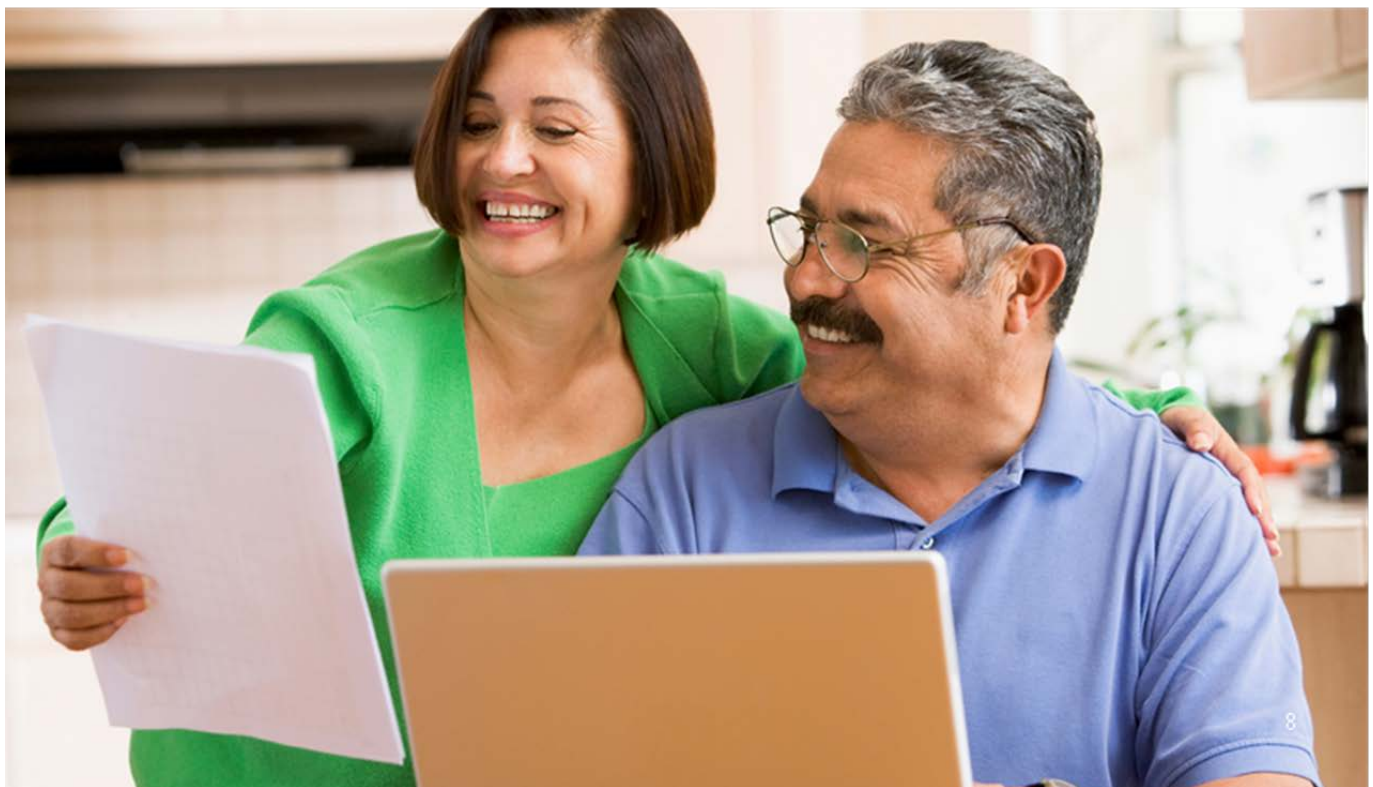
Last Name:	First Name:	Title:
Work Phone:	Email:	
Home Phone:	Other:	

EMERGENCY NOTIFICATION

In the following forms, list trusted family members, friends, or neighbors who should be notified if something happens to you or your spouse.

Contact #1:	Relationship:
Work Phone:	Email:
Home Phone:	Cell Phone:

Contact #2:	Relationship:
Work Phone:	Email:
Home Phone:	Cell Phone:



LIST ALL CHILDREN AND OTHER INDIVIDUALS LIVING IN THE RESIDENCE

Person #1 Last Name:	First Name:	Middle Name:
Email:	Cell Phone:	Date of Birth:
School/Employer:	Contact Name/Supervisor:	
Contact Phone:	Email:	

Person #2 Last Name:	First Name:	Middle Name:
Email:	Cell Phone:	Date of Birth:
School/Employer:	Contact Name/Supervisor:	
Contact Phone:	Email:	

Person #3 Last Name:	First Name:	Middle Name:
Email:	Cell Phone:	Date of Birth:
School/Employer:	Contact Name/Supervisor:	
Contact Phone:	Email:	

Person #4 Last Name:	First Name:	Middle Name:
Email:	Cell Phone:	Date of Birth:
School/Employer:	Contact Name/Supervisor:	
Contact Phone:	Email:	