



# Records Recovery - Who To Contact

Date created: \_\_\_\_\_

Name: \_\_\_\_\_

The following check list provides contact information for replacing documents and records that have been damaged, destroyed or lost.

## Animal registration papers

Humane Society  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Credit cards

The issuing companies, as soon as possible  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## ID cards (student, employer, other)

Issuing institutions or companies  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Bank books (checking, savings, etc.)

Bureau of Records in the appropriate state  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Diplomas, certificates, school transcripts

Issuing schools and institutions  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Income tax records

The IRS Center where filed or your accountant  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Birth, death and marriage certificates

Bureau of Records in the appropriate state  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Divorce papers

Circuit court where decree was issued  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Insurance policies, cards

Your insurance agent  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Citizenship papers/visas

U.S. Immigration and Naturalization Service  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Driver's license, auto registrations, titles

Department of Motor Vehicles  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

## Medical records, prescriptions for refills

Your doctor's office  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
**Notes** \_\_\_\_\_

**Notes** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Name: \_\_\_\_\_

## Military discharge papers

Department of Veterans Affairs

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Prepaid burial contract

Issuing company

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Voter Registration Card

Your local election office

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Mortgages and leases

Issuing banks or companies

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Social Security or Medicare cards

Local Social Security officer

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Warranties

Issuing company

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Online passwords

Site administrators

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Stocks and bonds

Issuing company or your broker

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Welfare/food stamp card

Local welfare assistance office

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Passports

Passport service

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Titles to deeds

Records department of the locality in  
which the property is located

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Wills

Your lawyer

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Notes** \_\_\_\_\_

## Notes

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