



# Important Document Locator

In an emergency it is critical that someone know where important documents may be found. Use this handy checklist to ensure a trusted family member, friend, caregiver, attorney or advisor can find important documents in a timely manner.

## Safe Deposit Box

Bank \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Box # \_\_\_\_\_

Location of key \_\_\_\_\_

## Personal safe/lock box

Location \_\_\_\_\_

Combination \_\_\_\_\_

Location of key \_\_\_\_\_

## Personal Documents

■ Birth Certificates / Adoption documents \_\_\_\_\_  
\_\_\_\_\_

■ Citizenship / Naturalization documents \_\_\_\_\_  
\_\_\_\_\_

■ Passport \_\_\_\_\_  
\_\_\_\_\_

■ Marriage License / Divorce Documents \_\_\_\_\_  
\_\_\_\_\_

■ Military Service Documents \_\_\_\_\_  
\_\_\_\_\_

■ Last Will and Testament \_\_\_\_\_  
\_\_\_\_\_

■ Trust Documents \_\_\_\_\_  
\_\_\_\_\_

■ Power of Attorney \_\_\_\_\_  
\_\_\_\_\_

■ Living Will / Medical Directives \_\_\_\_\_  
\_\_\_\_\_

■ Burial Instructions / Pre-paid Plan Documents \_\_\_\_\_  
\_\_\_\_\_

*(continued on reverse)*

# Document Locator

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## Social Media

### ■ Email (1)

provider \_\_\_\_\_

user name \_\_\_\_\_

password \_\_\_\_\_

### ■ Email (2)

provider \_\_\_\_\_

user name \_\_\_\_\_

password \_\_\_\_\_

### ■ Facebook

user name \_\_\_\_\_

password \_\_\_\_\_

### ■ Twitter

user name \_\_\_\_\_

password \_\_\_\_\_

### ■ Instagram

user name \_\_\_\_\_

password \_\_\_\_\_

## Data and/or Photo Back-up & Storage

### ■ Provider

user name \_\_\_\_\_

password \_\_\_\_\_

### ■ Provider

user name \_\_\_\_\_

password \_\_\_\_\_

## Cell/smartphone

### ■ Provider

phone number \_\_\_\_\_

account name \_\_\_\_\_

password \_\_\_\_\_

### ■ Provider

phone number \_\_\_\_\_

account name \_\_\_\_\_

password \_\_\_\_\_

## Financial Documents

### ■ Tax Returns

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ■ Insurance Policies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ■ Savings bonds, stock certificates, investment statements, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Real Estate

### ■ Deeds

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ■ Leases

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ■ Mortgage documents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Personal Property

### ■ Automobile / Trailer / Boat / RV / Title(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Other

\_\_\_\_\_