FREE PRINTABLE CHECKLIST

Important family documents checklist

Every ID and card a family relies on, and the office that replaces each one if it is lost. Print one per person, tick what you have, and write where each one is kept.

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

The offices below are the ones USA.gov names for replacing each document. Many of them require you to show an official document, like your birth certificate. That makes the birth certificate the one to guard most carefully. USA.gov

Who replaces what

Each link goes to the official page USA.gov points to.

- [ ] **Birth certificate**
  The vital records office of the state or territory where you were born.
  Kept where _____

- [ ] **Driver's license or state ID**
  Your state motor vehicle agency.
  Kept where _____

- [ ] **Social Security card**
  Social Security, online, by mail or in person.
  Kept where _____

- [ ] **U.S. passport**
  The State Department, starting with reporting it lost or stolen.
  Kept where _____

- [ ] **Medicare card**
  Your Medicare account, or 1-800-MEDICARE.
  Kept where _____

- [ ] **Medicaid card**
  Your state Medicaid office.
  Kept where _____

- [ ] **Green card**
  USCIS.
  Kept where _____

- [ ] **Naturalization certificate**
  Form N-565, from USCIS.
  Kept where _____

- [ ] **Military ID**
  Your unit security officer first, then an ID card office.
  Kept where _____

Official sources

- USA.gov, How to replace lost or stolen ID cards: www.usa.gov/replace-vital-documents

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