Essential Documents

It is very important for the military family to keep copies of important documents and other valuable information in a safe place. It is equally important that the wife and husband jointly organize this file so that each knows how and where to find the documents when they are needed.

PLEASE SIT DOWN WITH YOUR SERVICE MEMBER AND GATHER THIS INFORMATION AND THESE DOCUMENTS. THE HOUR YOU SPEND GOING OVER THIS WILL SAVE YOU TIME LATER ON. KEEP THE FOLLOWING DOCUMENTS IN A SPECIAL CONTAINER THAT YOU CAN DEFINITELY FIND IMMEDIATELY. At a **minimum**, the following documents should be included:

1. Marriage certificate.

2. Birth Certificates for all family members.

3. Citizenship papers, if any.

4. Adoption papers, if any.

5. Passports, if any.

6. List of Social Security Numbers of family members.

7. Shot records (up-to-date) for all family members.

8. Powers of attorney, if any.

9. Wills.

10. Insurance policies (both government and civilian)-with a list of companies, policy numbers, types of insurance coverage, addresses and phone numbers of agents or companies.

11. Vehicle titles, if any.

12. List of all members of immediate families with current addresses and phone numbers.

13. List of all credit cards and account numbers.

14. List of all bonds and stocks and where certificates are located.

15. Court orders relating to divorce, child support, custody, alimony or property division, if any.

16. Real estate documents-leases, deeds, mortgages and promissory notes, closing papers.

17. Copies of any sales or installment contracts and finance agreements.

18. List of bank accounts with types of accounts and account numbers.

19. Armed Forces' identification cards for all family members.

20. Nine (9) copies of your spouse's TAD and/or PCS orders. [If you must move by yourself, you will need extra copies of these orders. However, with these copies, you can have others made without cost to you by going to your soldier/airman's unit.]

21. Current addresses and telephone numbers of all members of immediate families of both you and your spouse. [Immediate family includes father, mother, children, brother(s), sister(s). You should have all other important telephone numbers you may need in case of emergency.]

22. You **MUST** also have a signed copy of the latest DA 1172 Form. This is the ID authorization form. This allows you to get a new ID card or update any information.

If all else fails contact the organization. If that fails, contact the Family Program's Office at 1-800-446-4645.