

Replacing Your Important Papers

As organize important personal, family, financial and legal papers, you may discover that some documents are missing. Or perhaps such papers have been destroyed by a disaster such as a fire, flood, or major storm. Agencies, websites, and procedures that can help you replace important papers are listed below.

Birth and Death Certificates

Contact your county courthouse (Recorder's Office) or www.vitalrec.com. Information needed: name of record, date of birth, place of birth (city or county), father's name, mother's name (including maiden name).

Marriage License, Marriage Dissolutions (divorces), Adoption Decrees

Contact your county courthouse (Recorder's Office) or www.cdc.gov/nchs/w2w/north_dakota.htm

Immigration Documents

Contact your county courthouse or <http://uscis.gov/>. Citizenship, immigration, permanent resident card (green card), employment authorization, re-entry permit, and more.

Drivers Licenses

Visit any ND Driver License site with acceptable identification, \$8 fee. www.dot.nd.gov/public/licensing.htm

Vehicle Registration, License Tab or Title

Complete an Application for Certificate of Title & Registration of a Vehicle found at www.dot.nd.gov/forms/sfn02872.pdf . You can drop this off at your local motor vehicle office or mail it to: (enclose the appropriate fee) North Dakota Department of Transportation
Motor Vehicle Division, 608 E. Boulevard Ave., Bismarck, ND 58505-0780



Passport

Complete form DS-64 from http://travel.state.gov/passport/lost/us/us_848.html

Military Records

Request Standard Form 180 (SF-180) from any office of the Veterans Administration (*Veterans Officer*), American Legion, VFW, Red Cross or download from:

www.archives.gov/facilities/mo/st_louis/military_personnel_records/standard_form_180.html

Social Security Card

Go to a Social Security Administration office or to <http://www.ssa.gov/>. You can also request a copy of your Social Security statement.

Transcript of Your Tax Return

Call nearest Treasury department office, IRS office or 1-800-829-3646; request form 4506.

To find your local IRS office, go to www.irs.gov/localcontacts/index.html

Savings Bonds/Notes

Complete Form PDF 1048 (Claim for Lost, Stolen or Destroyed U.S. Savings Bonds) available at www.treasurydirect.gov/forms/sav1048.pdf or call (304) 480-6112

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Sources:

Louisiana State University Ag Center, Research and Extension, *Disaster Recovery, Replacing Important Papers*, 2005. www.firstgov.gov, The U.S. Government Official Web Portal, *Replace Your Vital Documents*, 2005.

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