

Replacing Your Important Papers



When your important papers are lost, stolen, damaged or destroyed, you may be able to replace them. Listed below are agencies, websites and procedures that can help you replace those important papers.

For more information on important family records, see the following NDSU Extension Service publications:

- **FE445 - Family Records: What to Keep, Where and for How Long**
- **FE446 - Inventory of Important Papers**

Adoption Decrees

To replace adoption papers originating in North Dakota, contact the county clerk of court or recorder in the county where the adoption was finalized. You can find a list of North Dakota county contact information at www.ndaco.org/about-counties/interactive-map.

Citizen and Immigration Documents

For papers related to citizenship, immigration, permanent residency (green card), re-entry permit, employment authorization, etc., visit the U.S. Citizenship and Immigration Services at www.uscis.gov or call (800) 375-5283. Complete Form N-565. You also may contact your county courthouse.

Credit Cards

Contact your credit card companies regarding lost or destroyed cards.

American Express: (800) 900-3404

Discover: (800) 347-2683 (TDD/TTY: (800) 347-7449)

Master Card: Contact issuing financial institution or (800) 627-8372.

Visa: Contact issuing financial institution or (800) 847-2911

Debit card: Contact issuing financial institution

Death and Birth Certificates

Records for people who were born, adopted or died in North Dakota are available by contacting the North Dakota Department of Health Vital Records office.

All requests must be in writing. Information needed: name of record, date of birth, place of birth (city or county), father's name, mother's name (including maiden name) and a copy of some form of government issued photo ID. Send the request to:

Division of Vital Records
600 E. Boulevard Ave.
Dept. 301
Bismarck, ND 58505-0200

Contact the office at <http://ndhealth.gov/vital/order.htm> or (701) 328-2360 for more information.

For those who were not born or did not die in North Dakota but were born or died in the U.S, visit the National Center for Health Statistics at www.cdc.gov/nchs/w2w.htm for a list of where to write to obtain or replace vital records.

For birth records of U.S. citizens born abroad, visit http://travel.state.gov/passport/get/first/first_825.html or request a copy of Form FS-240, Consular Report of Birth Abroad, from:

U.S. Department of State
Passport Services, Vital Records Section
1111 19th St., N.W., Room 510
Washington DC 20036-3603

Also use this address to obtain a Report of the Death of an American Citizen Abroad form for U.S. citizens who died abroad.

Driver's License

The quickest way to obtain a duplicate driver's license is to apply in person at any North Dakota driver's license site with acceptable identification and the required fee. Go to www.dot.nd.gov/divisions/driverslicense/replace.htm for more information.

Insurance Policies

Contact the agent or company providing the coverage. You may be required to complete a form, pay a fee for duplicate copies, or both. Having the policy number will expedite your request. Find a list of companies doing insurance business in North Dakota, along with contact information, at www.nd.gov/ndins/consumers/companyinfo/domesticcompanylist.

Marriage License, Marriage Dissolutions (divorces)

Those married in North Dakota may obtain certified copies of marriage records at the county where the license was purchased and filed. For a list of counties and contact information, go to www.ndhealth.gov/vital/marriage.htm.

Those divorced in North Dakota may obtain copies of divorce records from the county clerk or recorder in the county in which the divorce or annulment was decreed. For a list of counties and contact information, go to www.ndhealth.gov/vital/divorce.htm. If you need assistance determining in which county the divorce decree was granted, contact the North Dakota Vital Records office at (701) 328-2360 or email the information you are looking for to vitalrec@nd.gov.

For those married or divorced in another state, visit the National Center for Health Statistics at www.cdc.gov/nchs/w2w.htm for a list of contact information for other states.

■ Medicare Card Replacement

Visit <https://faq.ssa.gov/link/portal/34011/34019/Article/3708/How-do-I-get-a-replacement-Medicare-card> for information on how to request a replacement card online. If you prefer, you may request a replacement Medicare card by calling (800) 772-1213 (TTY: (800) 325-0778). You also can visit a local Social Security Administration office. In North Dakota, these offices are in Bismarck, Devils Lake, Fargo, Grand Forks, Jamestown, Minot and Williston. To find contact information for a Social Security Administration office near you, go to <https://secure.ssa.gov/ICON/main.jsp>.

■ Passport

To request a replacement passport, obtain instructions and complete forms DS-11 and DS-64 (Statement Regarding Lost or Stolen Passport) available from: <http://travel.state.gov/content/passports/english/passports/lost-stolen.html>. You must submit the completed forms in person to a passport agency or center. Find the nearest location to you at <http://iafdb.travel.state.gov>.

■ Real Estate Property Tax Receipts

Contact the county treasurer/auditor in the county where the property is located for a replacement tax receipt.

■ Property Abstracts

When a property abstract is lost, stolen, damaged or destroyed, replacing it is costly. An abstract company servicing the area where the property is located would need to rebuild the abstract. Contact the county clerk of court or county recorder to find out which abstract company services the county. A list of North Dakota county contact information can be found at www.ndaco.org/about-counties/interactive-map.

■ 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 then 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

Note: The duplicate title will be mailed to the lien holder of record or the registered owner.

■ Savings Bonds/Notes

Visit www.treasurydirect.gov/forms/sav1048.pdf and complete Form PDF1048E, Claim for Lost, Stolen or Destroyed U.S. Savings Bonds, or call (304) 480-7711.

To replace Series HH/H Bonds, mail the completed form to:

Bureau of the Public Debt
P.O. Box 2186
Parkersburg, WV 26106-2186

To replace Series EE/E Bonds, mail the completed form to:

Bureau of the Public Debt
P.O. Box 7012
Parkersburg, WV 26106-7012

■ Social Security Card

To replace a lost Social Security card, obtain Form SS-5, Application for Social Security Card, from this office or download it from www.ssa.gov/ssnumber/ss5.htm. Follow the instructions to complete the form.

For additional help, contact the Social Security Administration (www.ssa.gov) at (800) 772-1213. Social Security Administration offices in North Dakota are in Bismarck, Devils Lake, Fargo, Grand Forks, Jamestown, Minot and Williston. To find contact information for a Social Security Administration office near you, go to <https://secure.ssa.gov/ICON/main.jsp>.

■ Tax Return Transcripts

You can receive a transcript of past years' income tax returns online and through the mail free of charge. Go to www.irs.gov/Individuals/Get-Transcript to get yours.

When you need an exact copy of a previously filed tax return with all attachments (including Form W-2), you should complete IRS Form 4506 (PDF), Request for Copy of Tax Return, and mail it to the address listed in the instructions, along with the required fee for each tax return requested.

If a taxpayer is impacted by a federally declared disaster, the IRS waives the usual fees and expedites requests for copies of tax returns. The assistance hotline number is (866) 562-5227.

To receive a copy of a North Dakota income tax return, find a Request for Copies form at www.nd.gov/tax/indincome/forms/28249.pdf?20150224104628 and follow the instructions.

■ Veteran and Military Records

To request military records, complete and submit Standard Form 180 (SF-180). This form is available from any office of the U.S. Department of Veterans Affairs, American Legion, Veterans of Foreign Wars, American Red Cross, a veterans association or military recruiter.

You also may download it from www.archives.gov/research/order/standard-form-180.pdf.

Send the completed form as advised in the instructions.

■ Wills or Advance Directives

Contact the attorney who prepared your will or advanced directive for a copy of a lost or damaged legal document.

Sources:

Louisiana State University Ag Center, Research and Extension, *Disaster Recovery, Replacing Important Papers*, 2012.

www.firstgov.gov, the U.S. government's official Web portal, *Replace Your Vital Documents*, 2012.

University of Missouri Extension, *Replacing Important Papers*, EMW1024, 2012

Colorado State University Extension, *Replacing Lost or Damaged Documents*, Fact Sheet No. 9.166, 2014

North Dakota Vital Records Department, www.ndhealth.gov/vital

This publication is online at <http://bit.ly/FE1748>

For more information on this and other topics, see www.ag.ndsu.edu

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