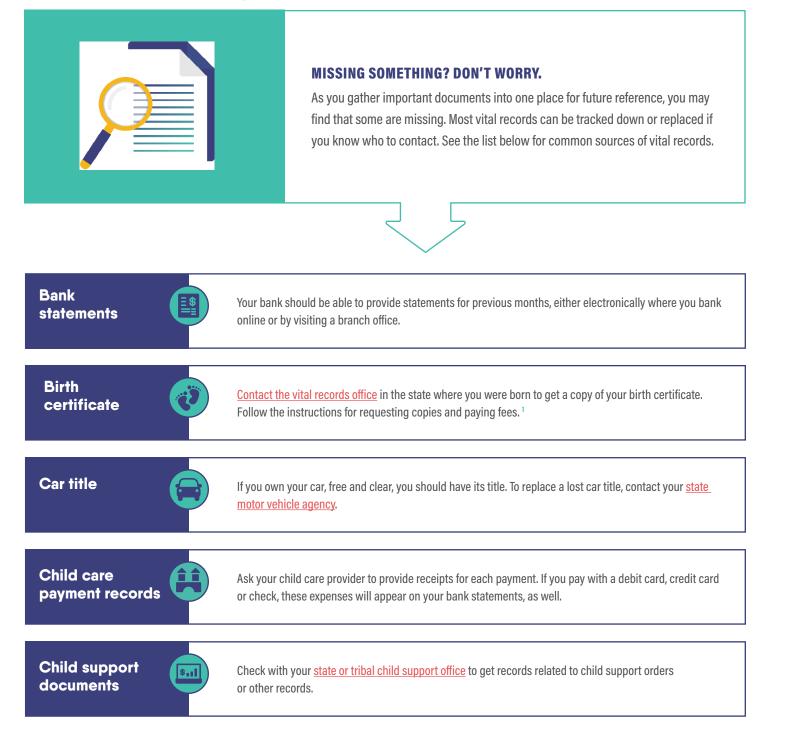


Where to Get Important Documents



TIP SHEET Tracking Down Missing Documents



Divorce certificate or divorce decree		A divorce decree is an official document from the court that grants the termination of a marriage. It includes specific details of the divorce and can be obtained from the <u>county clerk's office</u> or <u>clerk of the</u> <u>court</u> for the county or city where the divorce was granted. A divorce certificate is issued by a state vital records office. It shows that a divorce happened but does not state all the same information as a divorce decree. It can be obtained from the <u>state vital records office</u> in the state where the divorce was granted. ²
Driver's License or State ID		Visit your <u>state motor vehicle agency</u> to obtain or replace your state ID or driver's license.
GED/HiSET		If you have lost your GED/HiSET certificate, start by contacting the agency or organization where you took your test. You can also check with your <u>state department of education</u> .
High school diploma	æ	Request a certified copy of your high school diploma from the school district where your high school was located.
Immunization records for children	•	You can get an immunization tracking card from your child's doctor or from your <u>state health department</u> to keep record of your child's vaccines. If you need official copies of immunization records, check with your child's doctor or clinic, or their school. You can also contact your <u>state's health department</u> . ³
Lease rental agreement		You'll be given a copy of this document when you first sign your lease. Later, you should be able to obtain a copy of this from your landlord.
Marriage certificate	60	For a certified copy of your marriage certificate, contact the <u>vital records office</u> in the state where you were married for instructions on how to request a copy and information on any fees. ⁴
Military ID		If you need to replace a military ID, first report the missing card to your base security officer. Then use the <u>Real Time Automated Personnel Identification System (RAPIDS)</u> to get a replacement. ⁵

TIP SHEET Tracking Down Missing Documents



Pay stubs	\$ =	Pay stubs should be provided along with each paycheck or electronically through your employee dashboard. Your employer should be able to give you copies of recent pay stubs if you did not keep them.
Proof of Citizenship or Legal Residency		This might be a U.S. passport, a birth certificate, a naturalization/citizenship certificate, a permanent resident card (green card), or an employment authorization card. The last three of these can be obtained from <u>U.S. Citizenship and Immigration Services (USCIS)</u> .
Record of rent payment		Ask your landlord to provide a receipt for each month's rent payment. In addition, if you pay with a check, this expense will appear on your bank statements.
Social Security Card		Visit the <u>website of the Social Security Administration (SSA)</u> to see if you can apply for a replacement card online. If you don't meet the requirements, follow the instructions to submit the correct documents to the SSA.
Tax returns		You should keep copies of your tax returns for at least three years. To get a copy of a previous tax return, check with your software provider or tax preparer. Prior year tax returns are available from IRS for a fee. ⁶ Tax transcripts, however, are free from the IRS, and instructions are at <u>www.irs.gov/individuals/get-transcript</u> . A transcript summarizes return information and includes Adjusted Gross Income (AGI).
Utility bills		Call or visit the website of the utility or service provider to get copies of previous months' bills or statements. This also applies to other bills like cell phone service and insurance.

GATHERING AND STORING ALL YOUR IMPORTANT DOCUMENTS IN ONE PLACE WILL MAKE ITEMS EASIER TO FIND WHEN YOU NEED THEM.