Start here: build your document pack

A free reference sheet for preparing and protecting household records.

Prepare a small portable packet first. Add the fuller home binder as you need it.

1. Choose a container

Use a portable waterproof container or sealable bag. A binder can organize home records; a smaller packet is easier to carry. Keep the outside label discreet.

2. Gather and check

Use the readiness checklist. Mark missing and not-applicable categories. Find originals and record their locations. Make only copies you are permitted to make.

3. Build the portable packet

Add relevant identity and insurance copies, the household summary and current care profiles. Decide which originals you may need and where they are kept. A worksheet or copy does not replace an official travel document.

4. Back up and agree roles

Keep a secure backup separately. Agree who collects the packet and a backup helper. Record any separately stored originals on the final grab checklist.

5. Review when things change

Check after a move, birth, name change, insurance change or changed care needs. Replace outdated copies and choose the next review date. Leave promptly when instructed; never return to danger for papers.

What to include

A free reference sheet for preparing and protecting household records.

Use only what applies to your household. Carry the minimum useful set; protect fuller records at home.

Identity and residency

Permitted copies of passports, birth certificates, driving licences, citizenship and residency papers. Check validity. Record where originals are kept; do not assume copies will be accepted for official use.

Household and legal records

Relevant marriage, adoption, custody, will and authority-to-act records. Keep existing official documents intact. This pack contains organization tools, not legal instruments or government application forms.

Insurance and accounts

Relevant home, health, vehicle and other insurance records. Keep provider and masked account references where helpful. Full access credentials belong elsewhere.

Property and recovery

Ownership or tenancy evidence, possession inventories, photographs and receipt references that may help later recovery or a claim. The insurer or authority decides what evidence it accepts.

Care and pets

Current person and pet profiles, existing care plans and medicine lists, and relevant health or pet ownership records. Copy current professional instructions; do not invent treatment advice.

Protect paper and digital copies

A free reference sheet for preparing and protecting household records.

Copies can expose sensitive information. Choose what to carry and who can access each copy.

Protect the paper

Use sleeves and a portable waterproof container or sealable bag. Keep originals intact: do not punch, laminate or otherwise alter them without checking the issuer’s rules. No ordinary binder should be assumed fireproof.

Choose suitable materials

Ordinary paper inside suitable waterproof storage is a practical starting point. Specialist stock is optional. Check the exact paper, printer and ink or toner combination. Water resistance, waterproofness and tear resistance are different claims. Test a spare print, not an original.

Keep a secure digital backup

Store scans using encryption and access protection appropriate to the device or service. A USB drive or cloud folder is not secure merely because of its name. Test that an authorized helper can open the files offline if that is your plan.

Separate copies and access secrets

Consider a secure backup away from home. Share only with trusted people or organizations. Do not write passwords, PINs, recovery codes or safe combinations in this pack. Plan secure access separately.

Update and dispose carefully

Replace outdated copies in every location. Securely dispose of unwanted paper and digital copies using methods appropriate to their storage. Keep completed forms private; these worksheets do not require an upload.

Originals, copies and overseas use

A free reference sheet for preparing and protecting household records.

Requirements depend on the document, receiving authority, purpose and jurisdiction. Confirm them before spending money.

Know the difference

An ordinary copy is a reference copy. A certified copy is verified under a particular procedure. Notarization concerns a specified notarial act. These terms are not interchangeable, and none automatically makes a copy valid for every purpose.

Understand an apostille

An apostille authenticates the origin of a public document, including the relevant signature or seal. It does not certify the truth of the document's contents, grant immigration rights or replace a passport. Its use depends on the applicable convention and local requirements.

Ask the receiving authority

Confirm the accepted original or copy, who may certify it, any translation and authentication steps, and whether a recent issue is needed. Ask how these requirements apply to the particular document. Use the international requirements worksheet to record the answer and date.

Check the issuer and competent authority

Use the issuer's and competent authority's current instructions. Some records require an official reissued copy rather than a privately certified photocopy. Do not alter originals or separate attached certifications.

Plan for travel separately

Keep required valid travel documents available. Do not assume that a copy, notarization or apostille will be accepted at a border or during a power outage. This pack is a preparation aid, not an identity certificate.

Binder divider labels

A free reference sheet for preparing and protecting household records.

Cut out the labels and attach them to your own dividers. Keep official originals unaltered.

Identity

Household & Care

Insurance & Accounts

Property

Legal & International

Updates

Document readiness checklist

Status: Have, Need / missing or Not applicable. Mark the copies ready and packed.

Whose records are you preparing?

Person / household label

Use only the categories that apply

Identity documents	☐ Copies ready	☐ Packed
Citizenship / residency	☐ Copies ready	☐ Packed
Family / legal records	☐ Copies ready	☐ Packed
Care / pet records	☐ Copies ready	☐ Packed
Insurance / accounts	☐ Copies ready	☐ Packed
Property / possessions	☐ Copies ready	☐ Packed

Next action

Missing item / next step

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.

Document location index

A private household worksheet. Print one page and repeat when needed.

Record 1

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Record 2

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Record 3

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.

Insurance and essential accounts

A private household worksheet. Print one page and repeat when needed.

Policy / account 1

Provider	Policy / account type

Person / property covered	Masked reference only (optional)

Full records: where kept

Renewal / review date

Policy / account 2

Provider	Policy / account type

Person / property covered	Masked reference only (optional)

Full records: where kept

Renewal / review date

Check

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.

Property and possession record

A private household worksheet. Print one page and repeat when needed.

Identify one item

Item / owner

Description / identifying features

Serial / model (if useful)

Evidence

Purchase date / amount / currency, if known

Receipt / ownership evidence location

Photograph / inventory reference

Review

Notes / next action

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.

Document replacement tracker

A private household worksheet. Print one page and repeat when needed.

Document and issuer

Document / person concerned

Issuing authority

Prepare the request

Action / official procedure checked

Supporting evidence needed / where kept

Track progress

Request date

Status / masked reference

Next step

Next check date

Last checked

Use the issuer’s current official procedure. This worksheet is not an application.

International document requirements

A private household worksheet. Print one page and repeat when needed.

Intended use

Document / issuing country

Destination / purpose

Receiving authority

Requirements to confirm

Original / accepted copy / document age

Translation / certification requirements

Notarization / apostille / legalization, if required

Evidence and next action

Official source / reference (keep access secrets out)

Requirements checked on

Outstanding action

Confirm with the receiving authority. This sheet does not certify identity or acceptance.

Pack review and update log

A private household worksheet. Print one page and repeat when needed.

Review 1

Review date	Change / expired document

Copies replaced / next action

Backup checked

Next review date

Review 2

Review date	Change / expired document

Copies replaced / next action

Backup checked

Next review date

Review 3

Review date	Change / expired document

Copies replaced / next action

Backup checked

Next review date

Review after a move, birth, name change, insurance change or changed care needs.

Useful contacts reference

A private household worksheet. Print one page and repeat when needed.

Contact 1

Person / organization / role

Phone / email / other way to reach them

When / why to contact

Contact 2

Person / organization / role

Phone / email / other way to reach them

When / why to contact

Contact 3

Person / organization / role

Phone / email / other way to reach them

When / why to contact

Contact 4

Person / organization / role

Phone / email / other way to reach them

When / why to contact

Review

Last checked

Optional. Your document pack and care profiles must also work without communications.

Household Documents

A private household worksheet. Print one page and repeat when needed.

Optional label

Household label (optional)

Keeping this binder

Handling / return instructions without personal details

Last checked

Keep names, identity numbers and lists of valuables off the outside cover.

Packet contents

A private household worksheet. Print one page and repeat when needed.

Included in this packet

- [ ] Identity copies
- [ ] Household / legal records
- [ ] Care profiles / existing care plans
- [ ] Insurance / account references
- [ ] Property / ownership evidence
- [ ] International-use documents, if needed

Other items

Other included records

Documents kept separately / where

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.

Final document grab checklist

A private household worksheet. Print one page and repeat when needed.

Before an emergency

Packet location	Who collects it / backup helper

Originals kept separately / location

When leaving, if safe

- [ ] Take prepared packet
- [ ] Collect needed originals, if safe
- [ ] Take current care profiles / medicine lists
- [ ] Confirm who is carrying the packet

Plan

Other documents to collect / notes

Last checked

Leave when instructed. Do not delay evacuation or return to danger to retrieve documents.

Household emergency summary

A household overview: helpers, grab-and-go roles, meeting points and storage locations.

Household label

Last checked · YYYY-MM-DD

1 Who needs help leaving?

List people and pets once. Write independent, a specific support need, or unknown.
Use short names. Keep full health and daily-care details in individual profiles.

Person / pet	Support needed to leave	Helper / buddy

2 Assign the grab-and-go jobs

Bags / essentials lead

Records / medicine-list lead

Headcount lead

3 Agree how to reconnect

Agreed meeting point

Backup meeting point

Agreed way to check in if separated

Bags / essentials: where kept

Individual profiles / care plans: where kept

Recheck helpers, meeting points and storage locations when household circumstances change.

Person emergency profile

For a support handover: identify the person and record existing care instructions.

Name / preferred name

Date of birth · optional

Allergies & reactions

☐ None known ☐ Unknown

Conditions that affect immediate care

☐ None known ☐ Unknown

Medicines: name, dose & times from current instructions

Communication: language & how to help

Mobility, essential devices & power needs

Full medicine list / care plan: where kept

Last checked · YYYY-MM-DD

A blank field does not mean none. Copy current instructions; keep full records available.

Pet emergency profile

For a temporary carer: record this animal's normal routine and existing instructions.

Pet name

Species / breed / age

Microchip / tag ID & distinguishing marks

Health alerts: allergies & conditions

☐ None known ☐ Unknown

Medicines: name, dose & times from current instructions

Usual food, amount, feeding times & water routine

Safe handling, behavior & transport instructions

Carrier, lead & care records: where kept

Last checked · YYYY-MM-DD

A blank field does not mean none. Record normal routines and current veterinary instructions.