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 Replace outdated copies and choose the next review date.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.

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

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