

Personal Document Locator

Please keep in a secure location.

This Personal Document locator is simply a detailed list of where you store your important records and papers and who your primary advisors and contacts are. This list will assist your loved ones in the event of your death or disability. Keep this list at home along with your other important documents, and make sure a trusted family member knows where it is, or provide a copy to the family member, your executor, and/or your attorney.

Remember to update your Personal Document Locator at least once a year to ensure its accuracy.

Part A – Personal Information	
Name (first, middle, last)	
Street Address	
City, State, Zip code	
Social Security Number	
Date of Birth	
Place of Birth	

Part B – Personal Contacts	
Attorney	
Name	Firm Name
Address	City, State, Zip
Phone Number(s)	
Tax Preparer	
Name	Firm Name
Address	City, State, Zip



Personal Document Locator

Website Address (URL)	Username	Password
Notes		

Part C – Location Key
Specify the location(s) where you keep your documents (e.g., home, office, safe, safe-deposit box). For each item in Part D, check the number that corresponds to the correct location.
Location 1
Location 2
Location 3
Location 4
Location 5



Personal Document Locator

Part D – Important Documents	1	2	3	4	5
Will					
Durable Power of Attorney					
Health-Care Directives					
Trust Agreements					
Birth Certificate					
Social Security Card					
Marriage Certificate					
Military Papers					
Adoption Papers					
Divorce/Separation Papers					
Vehicle Titles					
Deeds					
Safe-Deposit Box/Keys					
Bank Account Records					
Tax Returns					
Mortgage and Loan Papers					
Insurance Policies – Home and Vehicles					
Insurance Policies – Property and Casualty					
Insurance Policies – Life					
Insurance Policies – Health					
Business Papers (e.g., incorporation papers, trademarks)					
Retirement Account Papers (e.g., IRAs, annuities)					
Investment Papers (e.g., securities, stocks, bonds)					
Proof of Citizenship					



Personal Document Locator

Important Keys					
Antiques and Heirlooms					
Jewelry					
Cash					
Funeral Instructions (e.g. burial instructions)					
Notes					