

DIGITAL ARCHIVE SERVICE LLC

List of **paperwork and records** you should provide for scanning in accordance with Hawaii State Disaster Preparedness.

☒ **Personal Identification Documents**

- ☐ Driver's license (Hawaii State ID)
 - ☐ Passport(s)
 - ☐ Birth certificates
 - ☐ Social Security cards
 - ☐ Green card, visa, or immigration documents
 - ☐ Tribal ID cards (if applicable)
 - ☐ Marriage certificate
 - ☐ Divorce decree(s)
 - ☐ Adoption papers
 - ☐ Death certificates (for any deceased family members or dependents)
 - ☐ Military ID and discharge papers (DD214)
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Housing & Property Records

- ☐ Property deed(s)
 - ☐ Mortgage documents
 - ☐ Lease or rental agreements
 - ☐ Homeowners/renters insurance policy
 - ☐ Real property tax assessments (Hawaii County RPT forms)
 - ☐ Home appraisal documents
 - ☐ Home inspection reports
 - ☐ Photos/videos of property interior/exterior for insurance
 - ☐ HOA agreements
 - ☐ Land use permits or zoning documents (esp. near lava zones or floodplains)
 - ☐ Utility bills (water, electric, gas – proof of residence)
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Vehicle & Transportation Documents

- ☐ Vehicle title(s)
 - ☐ Vehicle registration(s)
 - ☐ Auto insurance policy
 - ☐ Driver's license(s)
 - ☐ Loan or lease agreement
 - ☐ Maintenance records
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Medical & Health Records

- ☐ Health insurance cards (e.g., HMSA, Kaiser, Medicaid, Medicare)
 - ☐ Immunization records (especially for children)
 - ☐ Medical history summaries
 - ☐ Prescription information
 - ☐ List of allergies
 - ☐ Physician contact information
 - ☐ Advance healthcare directive / living will
 - ☐ Durable power of attorney for healthcare
 - ☐ Disability documentation (if applicable)
 - ☐ Copies of Medicare/Med-QUEST applications or approvals
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Children & Dependent Records

- ☐ Custody agreements
 - ☐ School transcripts/report cards
 - ☐ Individualized Education Plans (IEPs)
 - ☐ Daycare/emergency contact forms
 - ☐ Emergency guardianship paperwork
 - ☐ Childcare provider or school emergency plans
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Employment & Income Documents

- ☐ Pay stubs
 - ☐ W-2 or 1099 forms
 - ☐ Employment contracts
 - ☐ Professional licenses (especially for healthcare, construction, legal, or tourism)
 - ☐ Business license (if self-employed)
 - ☐ Union membership documents
 - ☐ Workers' compensation claims or insurance
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Financial Documents

- ☐ Bank account information (routing and account numbers)
 - ☐ Credit/debit card info
 - ☐ Retirement account statements (401k, IRA)
 - ☐ Investment account info
 - ☐ Tax returns (last 3–5 years)
 - ☐ Income verification (SSI, SSDI, unemployment, etc.)
 - ☐ Bankruptcy filings or discharge notices (if applicable)
 - ☐ Safe deposit box key and inventory information
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Legal & Estate Documents

- ☐ Wills and trusts
 - ☐ Power of attorney (financial)
 - ☐ Legal judgments or liens
 - ☐ Court orders (restraining orders, custody, etc.)
 - ☐ Business succession plan (if self-employed)
 - ☐ Burial or cremation pre-arrangement documents
 - ☐ Citizenship or naturalization certificates
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Emergency Preparedness-Specific Documents

- ☐ Emergency evacuation plan (including family meeting point, out-of-state contacts)
 - ☐ FEMA Disaster Assistance Application (if applicable)
 - ☐ Shelter-in-place plan
 - ☐ Pet evacuation plan
 - ☐ Local emergency contacts (Hawaii Civil Defense, FEMA Region IX, etc.)
 - ☐ List of critical items to pack in an emergency go-bag
 - ☐ Hazard zone maps (tsunami, lava, flood, etc.) — can get from Hawaii Emergency Management Agency (HI-EMA)
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Pet Records

- ☐ Vaccination records
 - ☐ Pet license
 - ☐ Microchip info
 - ☐ Emergency boarding or foster agreements
 - ☐ Pet insurance policy
 - ☐ Proof of ownership (photos, purchase/adoption documents)
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Digital/Account Access

- ☐ List of critical online accounts and passwords (use a secure password manager)
 - ☐ Login information for:
 - ☐ Online banking
 - ☐ Insurance portals
 - ☐ Utility companies
 - ☐ Cloud storage for documents
 - ☐ Backup of important emails and documents (from Gmail, Outlook, etc.)
 - ☐ Digital Asset login information/seed phrase
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