



HOW TO REPLACE IMPORTANT PERSONAL DOCUMENTS

Sometimes we lose important papers in a disaster, sometimes we lose them when we move and sometimes we just plain lose them. Here is a list of commonly lost documents and how to get replacements.

Birth and Death Certificates	Visit your county's Vital Statistics Office or go to www.odh.ohio.gov/vs
Marriage Certificates and dissolution certificates	Contact your local county office or access your county's website by visiting ohio.gov/government/localities/
Drivers licenses and vehicle registration	Visit any Ohio Bureau of Motor Vehicles office with an acceptable ID and proof of address
Passports	Complete form DS-64 from travel.state.gov/passport
Military Records	Request Standard Form 180 from any office of the Veterans Administration, American Legion or Red Cross. You can download the form at archives.gov/veterans/military-service-records
Mortgage Papers	Contact your lending institution
Property Deeds	Contact the County Recorder's Office
Insurance Policies	Contact the company or your local agent
Social Security Cards	Go to any Social Security Administration Office. Locate the nearest office through https://secure.ssa.gov/ICON/main.jsp
Tax Return Transcripts	Contact the nearest Treasury Department or IRS office to request form 4506. Your local IRS office can be found at irs.gov/uac/contact-your-local-IRS-office-1