

Replacing Your Important Papers

When disaster strikes even the most prepared people can lose everything. That would include valuable personal documents. The following is a partial list of ways to get duplicates of destroyed or missing documents.

Birth and Death Certificates – Birth and death certificates can be replaced by visiting the city or town clerk's office where the event occurred or online http://www.health.ny.gov/vital_records/

Marriage Certificates – The online link for replacement of marriage certificates from New York is http://www.health.ny.gov/vital_records/marriage.htm. Also can obtain at the city or town clerk's office where license was issued.

Marriage Dissolutions (divorces) - The online link for divorce decree replacements is http://www.health.ny.gov/vital_records/divorce.htm

Adoption Decrees – The State Adoption Registry is online http://www.health.ny.gov/vital_records/adoption.htm

Immigration Documents – Contact the site below for citizenship, immigration, permanent resident (green card), employment authorization, re-entry permit and more. <http://uscis.gov/>

Driver Licenses, Vehicle Registration or Title – Contact the local Motor Vehicle Office or online. <http://www.dmv.ny.gov/license.htm>

Passport – To replace your lost passport report this to US Department of State, via http://www.travel.state.gov/passport/lost/lost_848.html Then when reported, to obtain replacement must actually reapply at a Passport acceptance agent (i.e. County Clerk) completing application form, plus statement of lost passport and other documents as required.

Military Records – Request Standard Form 180 (SF-180) from any Office of the Veterans Administration, American Legion or VFW or download form from <http://www.archives.gov/veterans/military-service-records/standard-form-180.html> If Honorable Discharge (DD 214) has been recorded, request certified copy from the County Clerk's Office where recorded.

Mortgage Papers – Contact your lending institution. Copies or certified copies of Recorded Mortgages and Satisfactions of Mortgage can also be obtained at the County Clerk's Office where recorded.

Property Deeds – Contact the Recorder's Office in the county where the property is located. In Warren County <http://www.warrencountyny.gov/clerk/>

Insurance Policies – Contact the insurance company for replacement papers

Social Security Card – Go to the Social Security Administration office. You can also request a copy of your Social Security statement on line <http://www.ssa.gov/>

Transcript of Your Tax Return – Call nearest Treasury Department office, IRS office (Queensbury) or 800-829-3646; request form 4506. IRS office information <http://www.irs.gov/uac/Contact-My-Local-Office-in-New-York>

Savings Bonds or Notes – Complete Form PDF 1048 (Claim for Lost, Stolen or Destroyed U.S. Savings Bonds), available by calling 304-480-6112 or at <http://www.treasurydirect.gov/forms/sav1048.pdf>

Credit Cards - American Express, 800-528-4800; Discover, 800-347-2683; MasterCard, 800-622-7747; Visa, 800-847-2911