

A GearQwest Digital Vault Checklist

When everyday systems are interrupted, your household may need important information without relying on internet access, cloud storage, or a working phone connection.

Use this checklist to identify the records that apply to your household and save secure offline copies in your Digital Vault.

1. Identification Documents

- ☐ Driver's license or state ID
- ☐ Passport
- ☐ Birth certificate
- ☐ Social Security card
- ☐ Marriage certificate, divorce decree, or name-change records
- ☐ Citizenship, immigration, or military-service records, if applicable
- ☐ Identification records for children or dependents

2. Insurance and Property Documents

- ☐ Homeowners or renters insurance policy
- ☐ Auto insurance policy
- ☐ Vehicle registration and title information
- ☐ Health, life, disability, or long-term-care insurance information
- ☐ Home deed, lease, mortgage, or property-tax information
- ☐ Home inventory, including photos or video of valuable belongings
- ☐ Important warranties, repair records, or contractor information

3. Medical Documents

- ☐ Health insurance cards
- ☐ Current medication list, including dosage and prescribing doctor
- ☐ Allergies, medical conditions, and important health notes
- ☐ Doctors, specialists, pharmacy, and emergency medical contacts
- ☐ Immunization records
- ☐ Advance directive, health-care proxy, living will, or power of attorney, if applicable
- ☐ Pet vaccination and medical records, if applicable

4. Financial Documents

- ☐ Bank and credit-card contact information
- ☐ Mortgage, loan, retirement, pension, or investment contact information
- ☐ Recent account summaries or statements
- ☐ Tax records or tax-preparer contact information
- ☐ Employer, Social Security, pension, or benefit information
- ☐ Important bill-payment and account-recovery information
- ☐ A secure note showing where passwords are stored

Important: Do not place passwords in an unprotected document or public cloud folder.

5. Emergency Contacts and Household Records

- ☐ Family phone numbers and email addresses
- ☐ One out-of-area emergency contact
- ☐ Work, school, caregiver, neighbor, and trusted-friend contacts
- ☐ Utility, insurance, doctor, pharmacy, and roadside-assistance numbers
- ☐ Household emergency plan
- ☐ Family meeting locations
- ☐ Pet-care instructions and emergency contacts
- ☐ Important household instructions, such as alarm, utility shutoff, or medication information

Bonus: Save These Offline Too

- ☐ Download offline maps for your local area
- ☐ Save or print important evacuation and alternate routes
- ☐ Save family meeting locations and backup destinations
- ☐ Keep a printed local map in your vehicle or emergency supplies

Final Digital Vault Check

- ☐ My files are clearly named and organized
- ☐ My important records are saved on at least one secure offline device
- ☐ A trusted household member knows where to find the Digital Vault
- ☐ My documents are protected and kept private
- ☐ I will review and update this information at least once a year

Notes

Don't Start From Scratch

Knowing what to gather is the first step. The next step is giving those records a secure, organized home.

The **GearQwest Digital Go-Bag Folder Kit** gives you ready-made folders, detailed checklists, scanning guidance, and security instructions so you can begin building your Digital Vault without having to create your own system from the ground up.

Get the Digital Go-Bag Folder Kit - \$17