



Key Documents

Once you become an adult, you will need to keep track of key documents. Following is a list of documents you should develop, locate, and store in a safe place. Visit www.ItsMyMove.org and check out their Readily At Hand Checklist to create an account and track your progress.

Document	Do you have this?		Notes
	Yes	No	
IDENTIFICATION			
State ID or Driver's License			
Birth Certificate			
Social Security Card			
Passport			
Other:			
MEDICAL INFORMATION			
Health Insurance Card			
List of Doctors and Contact Info			
List of Medications and Dosage Info			
Copy of Physical			
Immunization Record			
Medical History Form			
Other:			
EDUCATION DOCUMENTS			
Diploma / TASC / GED			
Transcript			
Copy of IEP or 504 Plan			
Any Certifications			
Other:			
WORK DOCUMENTS			
Resume			
List of References			
Work History – company info, dates worked, responsibilities			
Volunteer History			
Other:			
FINANCIAL DOCUMENTS			
Bank Statements			
Social Security Letters/Statements			
Pay Stubs			
Credit Card Statements			
Tax Documents: W-2, tax returns			

Key Documents



HOUSING INFORMATION			
Lease or Deed			
Utility Bills – gas, electric, cable, water, sewer, trash			
Housing History – where you have lived and when – address, dates, landlord name and contact info (if available)			
Other:			
OTHER			
Emergency Phone Numbers			
Religious Records			
Library Card			
Voter Registration Card			

Keep Your Information Safe! Do not share passwords, account information, or personal documents with others.

*Adapted from: Northeast Massachusetts Community of Practice (Nov., 2011) My Must Have Papers. Worcester, MA: University of Massachusetts Medical School, Department of Psychiatry, Systems and Psychosocial Advances Research Center, Transitions Research and Training Center.
Its My Move – www.ItsMyMove.org*