



# DOCUMENTS FOLDER CHECKLIST

Over the years, we have all collected quite a range of documents that are very important to have. If they get lost or destroyed, it can be very difficult to obtain new copies of some of them. Sometimes they can't be replaced at all. It's therefore a good idea to collect all your important documents together in a file, to make sure they're ready at hand.

## WHAT DOCUMENTS SHOULD BE IN YOUR FOLDER?

### As originals:

- Family records (birth certificates, marriage certificates, death certificates) and/or German family register book

### An original or notarized copy:

- Documentation of assets: savings books, account contracts, stock papers, securities papers, insurance policies
- Statements: social security, pension, and income statements as well as income tax assessments
- Qualification certificates: diplomas (school/university diplomas and certificates for additional qualifications)
- Contracts: important contracts or contract amendments, such as apartment or other lease agreements
- Other: testaments, advance healthcare directives, powers of attorney

### Regular copies:

- ID card and passport
- Driver's license and vehicle papers
- Vaccination book
- Land titles/deeds
- All change confirmations for services received
- Payment records for insurance cover, especially social security
- Registration confirmation and other statements from the employment office
- Invoices you have issued that evidence outstanding receivables
- Membership/fee payment ledgers for associations, clubs, or other organizations

## STORAGE TIPS:

- Is your document folder stored in a secure, easily accessible place?
- Do all your family members or fellow occupants know where the folder is located?
- Do you keep backup copies of important documents digitally and/or in a separate location, such as with a friend or in a safety-deposit box?
- Have you set up regular reminders in your cellphone or calendar for checking the documents and renewing as required?