

STEP EIGHT: REPLACING DOCUMENTS AND MONEY



This checklist will help you keep track of your progress in replacing items.

ITEM	DESTROYED OR MISSING	SAVED	HOW AND WHERE TO REPLACE	DONE
Birth certificates Marriage certificates Death certificates			Provincial Department of Vital Statistics 250-952-2681 www.vs.gov.bc.ca or local Government Agent Office (see note #2 below)	
Divorce papers			Supreme Court where the decree was filed	
Driver's licences			local Government Agent Office (see note #2 below)	
Insurance policies and auto registration			Your insurance agent	
Military discharge papers			Library and Archives Canada 1-866-578-7777	
Citizenship papers			Citizenship and Immigration Canada 1-888-242-2100 (see note #2 below)	
Permanent Resident Card			Citizenship and Immigration Canada 1-800-255-4541 (see note #2 below)	
Passports			Local passport office (see note #2 below)	
Income tax records			Revenue Canada	
Wills			Your lawyer	
Medical records			Your family doctor	
Medical Services Plan			Health Insurance BC 604-683-7151 (Vancouver) or 1-800-663-7100 (see note #2 below)	
Social Insurance cards Employment Insurance papers			Human Resources and Skills Development Canada 1-800-206-7218 (see note #2 below)	
Canada Pension Plan papers Old Age Security cards			Human Resources and Skills Development Canada Income Security Programs 1-800-277-9914 (see note #2 below)	
Land Titles			Provincial Land Titles office	
Animal Permits / Licences			Municipal office	
Bank books			Your bank	
Money (partially or completely destroyed)			1-800-303-1282 www.bankofcanada.ca/en/banknotes/mutilated/index.html (see note #1 below)	
Canada Savings Bonds (completely or partially destroyed)			1-800-575-5151 www2.csb.gc.ca/eng/service_bondholders_lost.asp (see note #1 below)	
Credit cards			Issuing companies	
Stocks			Issuing company or your lawyer	

CAUTION: If your home was damaged by fire and your documents are in a safe, do not attempt to open it until it is cool to the touch.

NOTE #1: If your home was damaged by fire or water, gather up any remains and put them in a package to protect from further damage as they may be useful for claim or reference purposes.

NOTE #2: A useful website with information on replacing identification is: www.servicecanada.gc.ca/en/idcards/idcards.html.