

Checklist of legal documents to store electronic copies of

Losing important documents is something you can prevent

Having all your important information organised in one place can:

- Help you feel confident and calm
- Protect you and your family
- Make it easier to navigate legal problems
- Speed up access to services

Use this document checklist to tick the documents that are relevant to your situation. Afterwards, you'll have a list of important documents you should aim to store electronic copies, so you can be more legally prepared for an emergency.



1.

Which of these identity documents with your name or picture on it do you have?

These will be some of the most important documents to store safely and make electronic copies of, as they will help you prove who you are.

If your name doesn't match the name on your identity documents, make sure you have a copy of your name change document too (such as a marriage certificate, change of name certificate, or change of name statement).

TIP: Different organisations and authorities may require their own combination of documents to reach 100 points. They may also require your primary documents to be certified. It can be useful to store a range of documents, ensuring at least one document has your photograph.

For example, you could have a certified copy of your birth certificate, and then a copy of your driver's licence, phone bill, Medicare card, and bank statement so you can be sure you have 100 points of ID handy for your situation. Make sure you review your documents regularly so you're not storing expired or outdated versions.

One primary document (70 points)

Birth Certificate (or extract)	<input type="checkbox"/>
Citizenship Certificate (or extract)	<input type="checkbox"/>
Passport (current or expired no longer than 2 years ago)	<input type="checkbox"/>
Another document that has the same characteristics as a passport, such as diplomatic documents and certain documents issued to refugees.	<input type="checkbox"/>

As many documents from the following as needed to reach 100 points, only one allowed from each section

Written Statement for Aboriginal Persons or Torres Strait Islanders (50 points)

Statement from a leader of the Community to which you belong, or director or secretary of a registered Aboriginal and Torres Strait Islander Corporation, or a member of the Land Council where you live	<input type="checkbox"/>
--	--------------------------

Documents with photograph and name (40 points)

Australian driver's (or other) licence	<input type="checkbox"/>
Australian proof of age card	<input type="checkbox"/>
Public employee ID (Australian Federal/State/Territory Government; Defence Force Identification Card)	<input type="checkbox"/>
Australian student ID	<input type="checkbox"/>
Foreign driver's licence	<input type="checkbox"/>

Documents with name and address (35 points)

Documents from employer (current or within last 2 years), such as a payslip or contract	<input type="checkbox"/>
Security document (e.g. mortgage, lease)	<input type="checkbox"/>
Land Titles Office Record	<input type="checkbox"/>
Credit report	<input type="checkbox"/>

Documents with name (and signature where appropriate – 25 points)

Marriage certificate	<input type="checkbox"/>
Credit, Debit, EFTPOS card	<input type="checkbox"/>
Medicare, Centrelink, Healthcare, Pension Concession cards	<input type="checkbox"/>
Working with Children Check	<input type="checkbox"/>

Documents with name (and signature where appropriate – 25 points)

Electoral Roll registration	<input type="checkbox"/>
Utilities record (e.g. phone, water, gas, electricity, internet bill)	<input type="checkbox"/>
Bank records (e.g. bank statement)	<input type="checkbox"/>
Council Rates invoice	<input type="checkbox"/>
Tenancy agreement / receipt from Real Estate Agent	<input type="checkbox"/>
Insurance records (e.g. property or contents)	<input type="checkbox"/>
Vehicle Registration	<input type="checkbox"/>
Tax Assessment Notice	<input type="checkbox"/>

Documents with name (and signature where appropriate – 25 points)

Education record from within last 10 years	<input type="checkbox"/>
Professional / trade association record	<input type="checkbox"/>

2.

What is your housing situation?

These documents will help you prove you live where you live, so services can help you. In an emergency, you might need information about your address and your housing agreement.

I rent, or live in a share house	
Copies of your lease agreements or arrangements with housemates	<input type="checkbox"/>
Records of payments, ideally receipts	<input type="checkbox"/>
Bond payment	<input type="checkbox"/>
I own a house or land	
Certificate/s of Title	<input type="checkbox"/>
Mortgage documents	<input type="checkbox"/>
Details about your bank, and who to contact for assistance	<input type="checkbox"/>
Passwords and details to log in to eBanking	<input type="checkbox"/>



3.

Do you have insurance?

This will help you investigate what you can claim for insurance and how to get support.

Health insurance	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>
Income protection / total permanent disability / life insurance	
TIP: You might have this insurance automatically through your superannuation provider.	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>
Home or renter insurance	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>
Car or vehicle insurance	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>
Business insurance	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>
Pet insurance	
Policy number	<input type="checkbox"/>
Receipt of payments	<input type="checkbox"/>



4.

Do you own any of the following?

Having information about important possessions can help you get replacements from insurance or financial support.

Car	
Registration documents	<input type="checkbox"/>
Financing or loan agreements	<input type="checkbox"/>
Insurance documents	<input type="checkbox"/>
Expensive personal property	
Receipts	<input type="checkbox"/>
Photos	<input type="checkbox"/>
Financing or loan agreements	<input type="checkbox"/>
Work equipment	
A list of the model and make of your work equipment	<input type="checkbox"/>
Receipts for your work equipment	<input type="checkbox"/>
Insurance documents for your work equipment	<input type="checkbox"/>
Other vehicles (like a boat, caravan, motorcycle, or bike)	
Registration documents	<input type="checkbox"/>
Financing or loan agreements	<input type="checkbox"/>
Insurance documents	<input type="checkbox"/>
A business or charity	
ABN	<input type="checkbox"/>
Registration documents	<input type="checkbox"/>
Important business contracts and agreements	<input type="checkbox"/>
Tax documents (especially with the correct address)	<input type="checkbox"/>

5.

Which of these documents related to money or finances do you have?

These will help you access your money or get financial support.

Details about your bank, and who to contact for assistance	<input type="checkbox"/>
Employment contract	<input type="checkbox"/>
Payslips	<input type="checkbox"/>
Business registration with local address	<input type="checkbox"/>
Insurance documentation	<input type="checkbox"/>
Workcover or TAC documents	<input type="checkbox"/>
Superannuation details	<input type="checkbox"/>
Investment details	<input type="checkbox"/>
Accountant details	<input type="checkbox"/>
Taxation documents	<input type="checkbox"/>
Qualifications or professional registration	<input type="checkbox"/>



6.

Do you have any documents related to the relationships in your life?

These documents can help you help others if an emergency happens.

Children	
Identity documents	<input type="checkbox"/>
Birth certificates	<input type="checkbox"/>
Receipts from school fees	<input type="checkbox"/>
School reports	<input type="checkbox"/>
Parents	
Caring information (medications or upcoming appointments)	<input type="checkbox"/>
Powers of attorney	<input type="checkbox"/>
Housing information	<input type="checkbox"/>
Bank account details	<input type="checkbox"/>
Wills or trusts	<input type="checkbox"/>
Partners, spouses, or ex-partners	
Marriage certificate	<input type="checkbox"/>
Family law orders	<input type="checkbox"/>
Custody agreements and Child support	<input type="checkbox"/>
Court orders/court documents	<input type="checkbox"/>
Wills or trusts	<input type="checkbox"/>
Your health	
Wills or trusts	<input type="checkbox"/>



7.

Do you have any pets or livestock?

Often these records are not digital, so having an electronic copy is important.

Domestic pets	
Medical records	<input type="checkbox"/>
Vaccinations	<input type="checkbox"/>
Council registration	<input type="checkbox"/>
Microchip details	<input type="checkbox"/>
Livestock	
Medical records	<input type="checkbox"/>
Vaccinations	<input type="checkbox"/>
Council registration	<input type="checkbox"/>
Microchip details	<input type="checkbox"/>

Did you find this checklist helpful?

Please take 2 minutes to complete our short survey to let us know if you found this checklist useful, or provide feedback on how we can improve in order to help more people.



Scan this QR code to take our short survey, or visit this link:
justiceconnect.org.au/checklist-feedback

Ready to get started storing electronic copies of your important documents?



Get step-by-step instructions you can follow on your own, or with support:
justiceconnect.org.au/get-eprepared



Get ePrepared is a free website from Justice Connect, created in partnership with Telstra, where you can learn how to store electronic copies of your important documents, in case you need them in an emergency.

justice
connect

