



## Replacing Lost or Damaged Papers



1. Birth and Death Certificates
2. Citizenship and Naturalization Papers
3. Driver's License
4. Income Tax Returns
5. Insurance Policies
6. Military Discharge Papers
7. Marriage License and Marriage Dissolutions
8. Passport
9. Property Deeds
10. Social Security Card
11. Savings Bonds/Notes
12. Vehicle Title
13. Will

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### 1. Birth and Death Certificates

#### Birth Certificates In Florida

To order a birth certificate by either mail or fax, provide a signed letter which includes the following information:

1. Information about the person whose record is being requested:
  - a. Full name at birth and any subsequent name change that may have affected the indexing status of the birth record
  - b. Date of birth (month, day, year)
  - c. City of birth or county of birth
  - d. Father's full name and mother's full name, including her maiden surname
2. Information about the person making the request (By law, birth records can only be issued to the person to whom the record is filed, if at least 18 years old, or a parent, guardian or legal representative or upon court order.):
  - a. Full name

- b. Relationship to the person named on the record being requested
  - c. Mailing address
  - d. Telephone number where you can be reached during our office hours
3. Send a check or money order made payable to the "Office of Vital Statistics." For current fees call Office of Vital Statistics at (904) 359-6900 Ext. 9000.
4. Send the information described above along with the appropriate fee to:

State Office of Vital Statistics  
Attn: Customer Services  
Post Office Box 210  
Jacksonville, FL. 32231-0042

[A form containing this information can be downloaded at:  
<[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/birth\\_death.htm](http://www.doh.state.fl.us/planning_eval/vital_statistics/birth_death.htm)>.]

### Death Certificates In Florida

To order a death certificate by either mail or fax, provide a signed letter which includes the following information:

1. Information about the person whose record is being requested:
  - a. Full name of the deceased person
  - b. Sex
  - c. Date of death (month, day, year or series of years to be searched)
  - d. City or county of death
2. Information about the person making the request:
  - a. Full name
  - b. Relationship to the decedent, if requesting cause of death information
  - c. Mailing address
  - d. Telephone number where you can be reached

3. Send a check or money order made payable to the "Office of Vital Statistics." For current fees call Office of Vital Statistics at (904) 359-6900 Ext. 9000.
4. Send the information described above along with the fee to:

State Office of Vital Statistics  
Attn: Customer Services  
Post Office Box 210  
Jacksonville, FL. 32231-0042

[A form containing this information can be downloaded at:  
<[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/birth\\_death.htm](http://www.doh.state.fl.us/planning_eval/vital_statistics/birth_death.htm)>.]

### Births outside Florida

If the birth did not occur in Florida, contact the vital statistics office in the state where the birth occurred. For a list of offices see the National Center for Health Statistics Web site at:

<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

For birth records of those born abroad, or for consular death records of U.S. citizens who died abroad, write for replacement Form FS-240 from:

Department of State  
Passport Correspondence Branch  
1111 Nineteenth St. NW , Suite 510  
Washington, DC 20522-1705

[http://travel.state.gov/consular\\_records.html](http://travel.state.gov/consular_records.html)

The fee as of 8/10/2002 is \$30.00 for first copy and \$20.00 for each additional copy.

## 2. Citizenship and Naturalization Papers

You can receive Form N-565 to request citizenship and naturalization papers from:

Department of Justice  
Immigration and Naturalization Service  
2800 Skyway Drive  
Helena, MT 59601

(406) 449-5288

<http://www.ins.usdoj.gov/graphics/formsfee/forms/n-565.htm>

The fee as of 8/10/2002 is \$155.00.

## 3. Driver's License

In Florida — You must go to your local driver license office and apply for a duplicate driver license. For a list of offices go to <http://www.hsmv.state.fl.us/offices/> or call 1-850-922-9000. The fee is \$10 (as of 8/10/2002) and you must present two forms of identification. (NOTE: Proof of citizenship or legal presence may be required for renewal, duplicate or replacement licenses. Please come prepared to present an identification document as proof of citizenship or legal presence.)

## 4. Income Tax Returns

Federal Returns — Ask for IRS Form 4506, one for each year's return you are requesting. You can find this form on the Web at:

<http://www.irs.gov/pub/irs-fill/f4506.pdf>.

For delivery via US Postal Service call 1-800-TAX-FORM (1-800-829-3676).

## 5. Insurance Policies

To replace lost or destroyed insurance policies, contact the agent or company providing the coverage. You may be required to complete a form, pay a fee for duplicate copies, or both. The policy number will expedite this request.

## 6. Military Discharge Papers

To obtain copies of military discharge papers, request Form 180 from any Veterans Administration Office, the American Legion, Veterans of Foreign Wars, Red Cross, Veterans Association or military recruiter office. Send the completed form to:

National Personnel Records Center  
Military Personnel Records  
9700 Page Boulevard  
St. Louis, MO 63132

If a veteran has filed for education or disability benefits, the Veterans Administration can furnish a copy of military discharge papers or a statement of service. Write:

Benefits Information and Assistance  
Veterans Administration  
Ft. Harrison  
Helena, MT 59636

(800) 827-1000

If discharge papers were recorded in the county clerk's office at the time of discharge, they can be replaced by contacting that office (Registrar of Deed) in the county where they were recorded.

## 7. Marriage License, Marriage Dissolutions

In Florida — To order a marriage certificate by either mail or fax, provide a signed letter, which includes the following information (This applies only to marriage records dating back to June 1927. Records before this date are only available from the clerk of the circuit court in the county where the marriage license was issued.):

1. Information about the record being requested:

- a. Full names of the husband and wife, including wife's maiden name
- b. Date of marriage
- c. City or county where marriage license was issued

2. Information about the person making the request:

- a. Full name

- b. Mailing address
  - c. Telephone number where you can be reached during our office hours
3. Send a check or money order made payable to the "Office of Vital Statistics" For current fees call Office of Vital Statistics at (904) 359-6900 Ext. 9000.
4. Send the information described above along with the fee to:

State Office of Vital Statistics  
Attn: Customer Services  
Post Office Box 210  
Jacksonville, FL. 32231-0042

[A form containing this information can be downloaded at:  
<[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/marriage.htm](http://www.doh.state.fl.us/planning_eval/vital_statistics/marriage.htm)>.]

### Marriages outside Florida

Contact the vital statistics office in the state where the marriage occurred. For a list of offices see the National Center for Health Statistics at:

<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>

## 8. Passport

**Lost in the US** — If your passport is lost or stolen in the United States, report the loss or theft immediately to the Department of State, or to the nearest Passport Agency. The loss or theft should also be reported to local police.

**Lost Abroad** — If your passport is lost or stolen while you are abroad, it should be reported immediately to the nearest United States embassy or consular office.

A passport is a traveler's principal means of identification abroad, and its loss is very serious. Whether lost or stolen in the United States or overseas, you can request a replacement passport from:

Department of State  
Passport Correspondence Branch  
1111 Nineteenth St. NW, Suite 510  
Washington, DC 20522-1705

## 9. Property Deeds

You may be concerned if the deed to your home or other property is destroyed or lost in a disaster. The deed you receive is really just a certification to you that your transaction has been established as public record; the true declaration of your ownership is held at the county courthouse. Your original deed cannot be replaced, but you can obtain a certified copy of your deed at your county courthouse. You will not need any identification because you are requesting a public record, but you will need to know the property holder's name and there will be a small charge for the copying.

For more information, visit:

<[http://www.myfloridacounty.com/services/officialrecords\\_intro.shtml](http://www.myfloridacounty.com/services/officialrecords_intro.shtml)>.

If the deed is being held by a bank or mortgage company, check with the current deed holder to be sure that any deed they are holding until full payment has been made is safe. If damage has occurred, work with your lending/mortgage organization to find out how they can replace these critical documents.

## 10. Social Security Card

Visit your nearest Social Security Administration office. To find your nearest office, visit:

<http://s3abaca.ssa.gov/pro/foi/foi-home.html>

or call 1-800-772-1213. File an application for a duplicate with two pieces of identification such as a driver's license and a birth certificate.

## 11. Savings Bonds/Notes

To get your bond replaced, complete Form PD F 1048 from the U.S. Treasury Department Bureau of Public Debt. This form is at

<ftp://ftp.publicdebt.treas.gov/forms/sav1048.pdf>

or call 304-480-6112. On this form, provide the approximate issue date along with the complete names, addresses, social security number that appeared on the bond, and the bond serial number. If you don't know the serial number or denomination, just write "unknown" in the space provided. If the bond owner is a minor, the form should be signed by both parents and the minor's age and social security number should be included. Mail the completed form to: Bureau of the Public Debt, Parkersburg, WV 26106-1328. Replacement bonds will show the original issue date.

## 12. Vehicle Title

In Florida — To replace a lost vehicle title, contact the Florida Department of Highway Safety & Motor Vehicles Application and request a Duplicate or Lost in Transit/Reassignment for Motor Vehicle, Mobile Home or Vessel Title Certificate. This request form can be found at

<http://www.hsmv.state.fl.us/forms/duptitle.html>

or call 850-922-9000. Information on fees is found at

<http://www.hsmv.state.fl.us/hsmvdocs/Fees-01.pdf>

or call 1-850-922-9000.

## 13. Will

If your will is misplaced or destroyed, contact the attorney who prepared it. If your circumstance has changed, a new will may be appropriate.

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## Sources of This Publication

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Access on the Web at:

<<http://www.montana.edu/wwwpb/pubs/mt9513.html>>