



Replacing Important Lost or Damaged Documents in Idaho

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During a disaster important papers and computer files may be destroyed, lost, or damaged. In this publication, you will find information and sources to help you replace your important papers, including personal, financial, and business documents. The material included is specific to residents of the state of Idaho, but may also be useful for individuals who live outside the state. Use this information as a tool to obtain the important documents you need.

Personal Documents

Adoption papers

The adopted person, birth parents, and adoptive parents must follow procedures established by the state to obtain identifying confidential information from adoption records. After finalization they may be able to obtain non-identifying information from the agency that arranged the adoption. The Idaho Department of Health and Welfare website at <http://www.healthandwelfare.idaho.gov> has information about adoptions in Idaho.

If the adoption was completed through an agency, contact that agency to replace lost or damaged documents. Adoption finalization documents may also be available through the attorney who handled the adoption or through records at the county clerk's office in the county where the adoption was finalized.

Information regarding inter-country adoptions can be found at <https://www.childwelfare.gov/topics/adoption/search/records/>.

Birth certificates

In the United States

To replace a birth certificate for a US citizen who was born in the United States, visit the National Center for Health Statistics at <http://www.cdc.gov/nchs/w2w.htm> to learn where to write to obtain or replace vital records.

In Idaho contact:

Idaho Bureau of Vital Records and Health Statistics
PO Box 83720
Boise, ID 83720-0036
1-208-334-5988

There are fees associated with obtaining copies. A personal check or money order should be made payable to Idaho Vital Statistics.

The state office has only some records dating before July 1911. For records from 1907 to 1911, write to the county recorder in the county where the birth occurred. Birth records are legally confidential for 100 years.

Applicants must provide a government-issued photo identification with signature.

Information on how to obtain certified copies is available via the Idaho Department of Health and Welfare website at <http://www.healthandwelfare.idaho.gov>.

Abroad

For birth records of US citizens born abroad, visit <http://travel.state.gov/content/passports/en/abroad/events-and-records/birth.html> or request a copy of Form FS-240 "Consular Report of Birth Abroad" from:

US Department of State
Passport Vital Records Section
44132 Mercure Circle
PO Box 1213
Sterling, VA 20166-1213



Citizenship and naturalization papers

For papers related to citizenship, immigration, permanent residency (green card), re-entry permits, or employment authorization, visit US Citizenship and Immigration Services at <http://www.uscis.gov> or call 1-800-375-5283 (TDD/TTY: 1-800-767-1833). Complete Form N-565. You may also contact your county courthouse.

Custody agreements

Copies of custody agreements are available from the county that issued them. For ordering and fee information, contact the registrar/county clerk in the county where the custody agreement was filed.



Death certificates

In the United States

To replace a death certificate for a US citizen who died in the United States, visit the National Center for Health Statistics at <http://www.cdc.gov/nchs/w2w.htm> to learn where to write to obtain or replace vital records.

In Idaho contact:
Idaho Bureau of Vital Records and Health Statistics
PO Box 83720
Boise, ID 83720-0036
1-208-334-5988

There are fees associated with obtaining copies and a personal check or money order should be made payable to Idaho Vital Statistics.

The state office has only some records prior to July 1911. For records from 1907 to 1911, write to the county recorder in the county where the death occurred. Death records are legally confidential for 50 years.

Applicants must provide a government-issued photo identification with signature.

Information on how to obtain certified copies is available via the Idaho Department of Health and Welfare website at <http://www.healthandwelfare.idaho.gov>.

Abroad

For US citizens who died abroad, you'll need to obtain a "Report of the Death of an American Citizen Abroad" form. Visit <http://travel.state.gov/content/passports/english/abroad/events-and-records/death/CRDA-copy.html> or request a copy of a "Consular Report of Death Abroad" from:

US Department of State
Passport Vital Records Section
44132 Mercure Circle
PO Box 1213
Sterling, VA 20166-1213



Driver's licenses or identification cards

Driver's licenses

To obtain a duplicate driver's license, apply in person at any Idaho Department of Motor Vehicles location and pay the fee required. If you have a current driver's license on file, the DMV will verify your picture and information and you will be given a temporary license or card. Your new official card will be mailed to you within two weeks.

For more information, contact your local DMV office. You may be required to present original documents that prove your identity.

Student identification cards

Replacement IDs should be available from the school where the student is enrolled. Institutions vary in what documentation they require to verify identity, and they commonly charge a replacement fee.



Education degrees

In order to obtain replacements, you'll need to contact the individual institution that awarded the degree. For teacher certifications, the Idaho State Department of Education would disburse the certificate. This can be done through their website, <http://www.sde.idaho.gov>, or via phone at 1-208-332-6800.

Insurance policies

Contact the agent or company providing coverage. You may be required to complete a form, pay a fee for duplicate copies, or both. Having the policy number will expedite your request.



Marriage certificates and divorce records

Copies of certificates of marriage are available from the county that issued the marriage license. Divorce decrees are available from the county that granted the divorce. For ordering and fee information, contact the local registrar in the county where the marriage certificate was issued or the divorce granted.

To learn where to write to obtain vital records, including marriage certificates and divorce decrees, contact the National Center for Health Statistics at <http://www.cdc.gov/nchs/w2w.htm>.

In Idaho contact:
Idaho Bureau of Vital Records and Health Statistics
PO Box 83720
Boise, ID 83720-0036
1-208-334-5988

There are fees associated with obtaining copies and a personal check or money order should be made payable to Idaho Vital Statistics.

Marriage records are available dating to May 1947. Earlier records are with the county recorder in the county that issued the license. These records are legally confidential for 50 years.

Applicants must provide a government-issued photo identification with signature.

Information on how to obtain certified copies is available via the Idaho Department of Health and Welfare website at <http://www.healthandwelfare.idaho.gov>.



Medical records

Immunizations

Copies of immunization records should be available from the physician's office, medical facility, or agency where immunizations were administered. Idaho's Immunization Reminder Information System (IRIS), at <http://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/InformationforHealthcareProviders/IRIS/tabid/2303/Default.aspx>, is a secure statewide registry that tracks and forecasts immunizations and helps remind patients when immunizations are needed. IRIS also provides patients with permanent immunization records.

Medicare cards

Visit the Social Security website at <http://www.ssa.gov> and click on "Replacement Medicare Card." If you don't have a "my Social Security" account, you will need to set one up first. If you prefer, or if you're unable to make your request for a replacement Medicare card online, call 1-800-772-1213 (TDD/TTY: 1-800-325-0778). You can also visit a local office. To find your local Social Security Administration office, go to <https://secure.ssa.gov/ICON/main.jsp>.



Passports

If your passport is destroyed, lost, or stolen in the United States, report it immediately to the Department of State or the nearest passport agency. The theft of a passport should also be reported to the local police.

If your passport is lost or stolen while you are traveling abroad, it should be reported immediately to the nearest US embassy or consular office. A passport is a traveler's principal means of identification abroad and its loss is very serious. When traveling abroad it's always a good idea to place a photocopy of the identification page of your passport in a secure place in your luggage and take additional passport photos with you. Replacing a passport can take time and photos are required. Finding a location to get replacement photos made will extend the wait.

To replace a destroyed, lost, or stolen passport, visit <http://www.travel.state.gov> or call Passport Services at 1-877-487-2778 (TDD/TTY: 1-888-874-7793). Complete Form DS-64 "Statement Regarding Lost or Stolen Passport" from <http://travel.state.gov/content/passports/english/passports/lost-stolen.html>.

Mail it to:
ATTN: CLASP
US Department of State
CA/PPT/S/L/LE
44132 Mercure Circle
PO Box 1227
Sterling, VA 20166-1227



Pet records

Start with your local veterinarian's office to determine if they have a backup file that they can print and provide. You will need to get new pet licenses through the municipality that initially provided them. Check with your local animal control or city officials to determine their process for providing a new license.



Property deeds

You may be concerned if the deed to your home or other property is destroyed or lost in a disaster. However, the deed you receive is just a certification to you that your transaction has been established as a public record. The true declaration of your ownership is held at the courthouse of the county where the property is located. You can obtain a certified copy of your deed by contacting the county clerk/clerk of court/county recorder in the county where the property is located. If a bank or mortgage company holds the deed, check to be sure that it's being held safely. If damage has occurred, work with the lending/mortgage organization to find out how the deed can be replaced.



Social Security cards

For a lost Social Security card, visit <https://faq.ssa.gov/ics/support/kbanswer.asp?QuestionID=3755> to find information about how to replace it. You can visit <http://www.ssa.gov> and set up a "my Social Security" account to request a replacement, or visit a local office. To find your local Social Security Administration office, go to <https://secure.ssa.gov/ICON/main.jsp>.

For additional help, contact the Social Security Administration at <http://www.ssa.gov> or call 1-800-772-1213 (TTY/TDD: 1-800-325-0778).



Vehicle titles

The Idaho Transportation Department makes it easy to replace a lost title. Only you or the lienholder of record (or their agent) can apply for a duplicate title, by following these simple steps:

- Completely fill out the Duplicate Idaho Title Application (Form ITD 3367, <http://itd.idaho.gov/dmv/vehicleservices/documents/3367.pdf>). Note: You cannot use this form to transfer ownership to a buyer or transferee.
- Get the application notarized. If you're applying for a duplicate title in person, you don't need your signature notarized if it is witnessed by either an assessor or a deputy assessor.
- Drop by any county vehicle licensing office or mail the completed, notarized application and the proper fees to:

Idaho Transportation Department
PO Box 140019
Garden City, ID 83714

- Be sure you complete ALL of the above-mentioned steps. Failure to submit a fully completed application and the proper fees will cause your application to be returned. Faxed copies will not be accepted.



Veterans and military discharge papers

To obtain military records, request Standard Form 180 (SF-180) from any office of the Veterans Administration, the American Legion, the Veterans of Foreign Wars, the American Red Cross, a veteran's association, or military recruiter. You can also download the form from <http://www.archives.gov/veterans/military-service-records/standard-form-180.html>.

Send the completed forms to the address indicated in the list on page 2 of the SF-180.

To find out if you are eligible for veteran's benefits, how to apply, and the fees required, call the US Department of Veterans Affairs at 1-800-827-1000. You may be able to complete an application form online.



Warranties

If product registrations were submitted by mail, contact the company/manufacturer that issued the warranty for information on replacing the documents. If physical copies of warranties for products without insurance backup were destroyed, the warranty information might not be replaceable. Your warranty will not replace items destroyed in a disaster. If applicable, your homeowner's or renter's insurance will cover destroyed items.



Wills and advance directives

Contact the attorney who prepared your will and/or advance directives. If your attorney has not retained a copy of your documents, they were destroyed, and your circumstances have changed, you may need to write a new will and create new advance directive documents. If your will was filed with a county clerk's office, you may be able to get a replacement copy there. However, not all wills are filed with the county. Once the will is filed with the county, it becomes public information. If individuals preparing their will do not want their document to become public information, they should opt to go only through their attorney. In this case, they will not be able to replace the document through the county.

Advance directives are filed through the state because of the nature of their contents. In order to receive duplicates, an individual must go in person with a personal identification card. You can also sign up for the Health Care Directive Registry at <http://www.sos.idaho.gov/general/hcdr.html> to ease access to replacements in the future.



Financial Documents and Information

Banking/debit information

Contact your financial institutions regarding lost or destroyed financial records, statements, debit cards, checks, or other items that need to be replaced.

Bankruptcy discharge documents

Public Access to Court Electronic Records (PACER) is an electronic public-access service that allows users to obtain case and docket information online at <https://www.pacer.gov/> from federal appellate, district, and bankruptcy courts and the PACER Case Locator. PACER offers an inexpensive, easy-to-use alternative for obtaining case information from the Judiciary's Case Management and Electronic Case Files system (CM/ECF), without having to visit the courthouse. PACER allows an Internet user to request information about a particular case or party. The data are immediately available for printing or downloading. There are fees associated with obtaining copies.



Credit cards

Contact your credit card companies regarding lost or destroyed cards.

- **American Express:** 1-800-528-4800 (TDD/TTY: 1-800-221-9950)
- **Discover:** 1-800-347-2683 (TDD/TTY: 1-800-347-7449)
- **MasterCard:** Contact the issuing financial institution or 1-800-627-8372.
- **Visa:** Contact the issuing financial institution or 1-800-847-2911 (TDD/TTY: 1-800-TDD-1213).



Income tax returns

Call the nearest IRS office or Department of Treasury Office, or visit <http://www.irs.gov> and request Form 4506 ("Request for Copy of Tax Return") or Form 4506-T ("Request for Transcript of Tax Return"). Complete a form for each year's return you are requesting. To find assistance at a local IRS office in Idaho, go to <http://www.irs.gov/uac/Contact-My-Local-Office-in-Idaho>.

If your tax return was completed by a paid preparer, he or she should be able to provide a copy of it.

Loans

Contact the financial institution where your loan was issued. If you know the account number, loan information may be obtained online or in person with proper identification. If you do not know your account number, you'll need to verify your identity with the institution, possibly through answering a series of questions that only you would know. Fees for copies will vary at each institution.

With personal loans between family or friends, a copy of the final agreement should be given to both parties in the event one copy is lost or destroyed.



Mortgage papers

Contact your lending institution or mortgage servicer. If you know the account number, mortgage information may be obtained online or in person with proper identification. If you don't know your account number, you will need to verify your identity with the institution, possibly through answering a series of questions that only you would know. Fees for copies will vary at each institution.

Information on the MERS® ServicerID website at <http://www.mersinc.org> (1-888-679-6377) may help to find the current servicer and investor (owner of the note) for loans registered on the MERS® System. Borrowers can search for servicer information one of three ways: by property address, by the borrower's name and Social Security number, or with the unique mortgage identification number (MIN) on the mortgage or deed of trust signed at closing.

Retirement accounts

For information on your retirement accounts, you will need to contact the investment company handling your personal accounts. Call the company's main phone number. If your retirement account is offered through your employer and you don't remember the name of the investment company, contact the employer's human resources office for more information.

For Public Employee Retirement System of Idaho (PERSI), call 1-800-451-8228 or 1-208-334-3365.



Savings bonds/notes

Visit <http://www.treasurydirect.gov/forms/sav1048.pdf> and complete Form PDF 1048E ("Claim for Lost, Stolen, or Destroyed US Savings Bonds") or call 1-304-480-7711.

To replace Series HH/H Bonds, mail the completed form to:

Treasury Retail Securities Site
PO Box 2186
Minneapolis, MN 55480-2186

To replace Series EE/E Bonds or I Bonds, mail the completed form to:

Treasury Retail Securities Site
PO Box 214
Minneapolis, MN 55480-0214



Business Documents

Articles of incorporation and annual filings

Articles of incorporation or certificates of incorporation are public records that anyone can access. The Idaho Secretary of State's Business Entities website at <http://www.sos.idaho.gov/corp/index.html> provides information to businesses on articles of incorporation, annual filings, and other documents filed in that office.

Certified copies are state-issued, exact copies of original business documents. They may be required if the originals are lost or damaged.

If an attorney or other business entity completed the business documents, copies may be available from those offices.

Federal tax identification numbers

If you have previously applied for and received an Employer Identification Number (EIN) for your business, estate, or trust but have lost it, use this site to locate the number: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Lost-or-Misplaced-Your-EIN>. You can also ask the IRS to search for your EIN by calling the Business and Specialty Tax Line at 1-800-829-4933, Monday through Friday.

Note

All contact information was verified in January 2016. However, this information is subject to change, so always confirm its accuracy on your own.

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