Checklist of legal documents to store electronic copies of

Losing essential 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 essential 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 photo on it do you have?

These documents are very important to keep safe and make electronic copies of. They will help you prove who you are.

If your name is different from the name on your identity documents, make sure you have a copy of your name change document too. This could be a marriage certificate, a name change certificate, or a name change 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 Make sure you review your documents regularly so you're not storing expired or outdated versions.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)	☐
Citizenship Certificate (or extract)	☐
Passport (current or expired no longer than 2 years ago)	☐
Another document that has the same characteristics as a passport, such as diplomatic documents and certain documents issued to refugees.	☐

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	☐
Documents with your photo and name (40 points)	
Australian driver's (or other) licence	☐
Australian proof of age card	☐
Public employee ID (Australian Federal/State/Territory Government; Defence Force Identification Card)	☐
Australian student ID	☐
Foreign driver's licence	☐
Documents with your name and address (35 points)	
Documents from employer (current or within last 2 years), such as a payslip or contract	☐
Security document (e.g. mortgage, lease)	☐
Land Titles Office Record	☐
Credit report	☐
Documents with your name and signature (25 points)	
Marriage certificate	☐
Credit, Debit, EFTPOS card	☐
Medicare, Centrelink, Healthcare, Pension Concession cards	☐
Working with Children Check	☐
Documents with your name and address (25 points)	
Electoral Roll registration	☐
Utilities record (e.g. phone, water, gas, electricity, internet bill)	☐
Bank records (e.g. bank statement)	☐
Council Rates invoice	☐
Tenancy agreement / receipt from Real Estate Agent	☐
Insurance records (e.g. property or contents)	☐
Vehicle Registration	☐
Tax Assessment Notice	☐
Documents with name and date of birth (25 points)	
Education record from within last 10 years	☐
Professional / trade association record	☐

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	☐
Records of payments, ideally receipts	☐
Bond payment	☐
I own a house or land	
Certificate/s of Title	☐
Mortgage documents	☐
Details about your bank, and who to contact for assistance	☐
Passwords and details to log in to eBanking	☐

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	☐
Receipt of payments	☐
Income protection / total permanent disability / life insurance	
TIP: You might have this insurance automatically through your superannuation provider.	
Policy number	☐
Receipt of payments	☐
Home or renter insurance	
Policy number	☐
Receipt of payments	☐
Car or vehicle insurance	
Policy number	☐
Receipt of payments	☐
Business insurance	
Policy number	☐
Receipt of payments	☐
Pet insurance	
Policy number	☐
Receipt of payments	☐

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

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	☐
Employment contract	☐
Payslips	☐
Business registration with local address	☐
Insurance documentation	☐
Workcover or TAC documents	☐
Superannuation details	☐
Investment details	☐
Accountant details	☐
Taxation documents	☐
Qualifications or professional registration	☐

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

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	☐
Vaccinations	☐
Council registration	☐
Microchip details	☐
Livestock	
Medical records	☐
Vaccinations	☐
Council registration	☐
Microchip details	☐

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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 essential documents, in case you're impacted by a disaster.

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