

Replacing Important Papers



After a disaster such as a hurricane, flood or fire, important papers may be destroyed, lost or damaged. Agencies, web sites and procedures that can help you replace important papers are listed below:

Birth and Death Certificates

To replace a birth or death certificate for U.S. citizens who were born or died in the United States visit:

<http://www.vitalrec.com>

To replace birth or death records of individuals who were born or died in Louisiana, visit <http://new.dhh.louisiana.gov/index.cfm/page/635>

For birth records of U.S. citizens born abroad, request a copy of Form FS-240 (Consular Report of Birth Abroad). Contact:

U.S. Department of State
Passport Services
Vital Records Section, Room 510
1111 19th Street NW
Washington, DC 20036

http://travel.state.gov/passport/get/first/first_825.html

This address is also used to obtain a "Report of the Death of an American Citizen" who died abroad.

Citizenship and Naturalization Papers

Obtain instructions and Form N-565 from:

<http://www.uscis.gov/n-565>

Credit Cards

- **American Express** — call 1-800-528-4800
- **Discover** — call 1-800-DISCOVER (1-800-347-2683; TDD/TTY (1-800-347-7449)
- **Master Card** — contact issuing financial institution or 1-800-MC-ASSIST (1-800-622-7747)
- **Visa** — contact issuing financial institution or 1-800-847-2911

Driver's License or State Identification Card

The quickest way to obtain a duplicate driver's license is to apply in person at any state Office of Motor Vehicle Driver's License Office. Louisiana driver's licenses may be renewed online at:

<http://expresslane.org>. Click Drivers Services.

Income Tax Returns

Call the nearest U.S. department of the Treasury office, IRS office or 1-800-TAX-FORM (1-800-829-3676) and request form 4506 (Request for Copy of Tax Return). To find your local office, go to:

<http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>

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. Consumer contact information for major insurance companies doing business in Louisiana may be accessed at:

<http://www.lidi.state.la.us/CAP/ConsumerCoverageLookupMain.aspx>

Marriage License, Divorce Records

If the marriage or divorce occurred in Orleans Parish, contact

Vital Records Registry
P.O. Box 60630
New Orleans, LA 70160

If the marriage or divorce occurred in any other parish, contact the clerk of court in the parish where the marriage license was obtained or where the divorce was filed. Contact information for parish clerks of court is available at: www.laclerksofcourt.org

If the marriage or divorce occurred in another state, contact the National Center for Health Statistics at:

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

Military Discharge Papers

Request Standard Form 180 (SF-180) from any office of the U.S. Department of Veterans Affairs, the American Legion, the Veterans of Foreign Wars, the Red Cross, a veterans association or military recruiter. It also may be downloaded from:

<http://www.archives.gov/research/order/standard-form-180.pdf>

Send the completed form as advised in the instructions.

Note: To find out if you are eligible for veterans benefits, how to apply and what it will cost, complete an application form online or call the VA Health Benefits Service Center toll free at 1-877-222-VETS.

Mortgage Papers

Contact lending institution.

Passports

Obtain instructions and complete form DS-64 (Statement Regarding Lost or Stolen Passport) available from: http://travel.state.gov/passport/lost/lost_848.html. Submit completed form to:

U.S. Department of State
Passport Services
Consular Lost/Stolen Passport Section
1111 19th Street, NW Suite 500
Washington DC 20036

Property Deeds

Contact the clerk of court in the parish where the property is located. Contact information for parish clerks of court is available at: www.laclerksofcourt.org.

Savings Bonds/Notes

Complete Form 1048E (Claim for Lost, Stolen or Destroyed U.S. Savings Bonds) available at:

<http://www.treasurydirect.gov/forms/sav1048.pdf>

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

Bureau of the Public Debt
P.O. Box 2186
Parkersburg, WV 26106-2186

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

Bureau of the Public Debt
P.O. Box 7012
Parkersburg, WV 26106-7012

Social Security Card

Go to a Social Security Administration office. Complete form SS-5 (Application for Social Security Card). It can be downloaded at: <http://www.ssa.gov/online/ss-5.pdf>.

Contact the Social Security Administration at 1-800-772-1213 if you need additional help, or write:

Social Security Administration
Office of Public Inquiries
Windsor Park Building
6401 Security Blvd.
Baltimore, MD 21235

Vehicle Title

Complete the "Vehicle Application" form available online at: <https://omv.dps.state.la.us>. Click on Vehicle Services.

Wills

Contact the attorney who prepared it. If circumstances have changed, a new will may be appropriate.

Notes and Disclaimer

At the time of this publication (9/21/12) all contact information was verified. This information is subject to change.

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