

Family Resource Management...

Getting Organized Series

FRM-00397

Replacing Valuable Papers

In This Issue

- Description of valuable papers
- Valuable papers: what to keep, why and how long

Tips To Help You

- Store valuable papers
- Replace missing papers

What You'll Need

- Stationery
- Stamps
- Pen

What Are Valuable Papers?

Valuable papers are documents that provide written records of important events or transactions. They are records that you may need sometime in your life to prove your identity, your age, your status in life or your ownership or indebtedness. Valuable papers include birth, marriage and death certificates, deeds, leases, contracts, wills, insurance policies, military papers and Social Security records.

Why Protect Valuable Papers?

Some papers may not be used very often, but may be extremely important when they are needed. Sometimes they may be needed quickly or unexpectedly. In the case of a death for instance, a will may be needed within a few hours or days. Property transfers or rights of way may require access to deeds and mortgages.

Why Replace Valuable Papers?

It may take days or months to replace some valuable papers. Birth, death and marriage certificates must be obtained from the state in which the event occurred. This process may take months. The long wait may result in financial losses or in delays in events such as marriages, estate probates, admission to school, etc.

When Should Valuable Papers Be Replaced?

Valuable papers that are lost or destroyed need to be replaced immediately to avoid later delays when the documents are needed.

How Should Valuable Papers Be Protected?

The more difficult the document is to replace, the more secure the storage area should be. Some valuable papers such as your driver's license should be carried with you. Others may be stored in home files. Papers which are very difficult to replace or are irreplaceable should be kept in a safety deposit box or safe.

How To Replace Valuable Papers?

Do not just stack papers and plan to return to them later. Put them in the proper place as soon as you receive them. Usually the person who is described or involved with the paper will need to sign forms for their replacement. However, the person responsible

for managing the home business center may initiate the request.

Who Should Replace Missing Papers?

The following table outlines the procedures for replacing many types of valuable papers. Procedures vary from state to state and locality to locality. The processes outlined here should provide a guide to help you replace those valuable papers.



National:

Division of Vital Statistics
National Center for Health
Statistics
3311 Toledo Road
Hyattsville, MD 20782
800-232-4636
www.cdc.gov/nchs/nvss.htm

State of Alaska:

Alaska Department of Health and
Social Services
Bureau of Vital Statistics
3601 C St., Suite 128
Anchorage, AK 99503
907-269-0991
[dhss.alaska.gov/dph/VitalStats/Pages/
default.aspx](http://dhss.alaska.gov/dph/VitalStats/Pages/default.aspx)

Fairbanks:

No office

Anchorage:

Bureau of Vital Statistics
3601 C St., Suite 128
Anchorage, AK 99503
907-269-0991

Juneau:

Bureau of Vital Statistics
5441 Commercial Blvd.
P.O. Box 110675
Juneau, AK 99801
907-465-3391

National:

Division of Vital Statistics
National Center for Health
Statistics
3311 Toledo Road
Hyattsville, MD 20782
800-232-4636
www.cdc.gov/nchs/nvss.htm

State of Alaska:

Alaska Department of Health and
Social Services
Bureau of Vital Statistics
5441 Commercial Blvd.
Juneau, AK 99801
907-465-3392
www.hss.state.ak.us/dph/bvs

Fairbanks:

No office

Anchorage:

Bureau of Vital Statistics
3601 C St., Suite 128
Anchorage, AK 99503
907-269-0991

Juneau:

Bureau of Vital Statistics
5441 Commercial Boulevard
P.O. Box 110675
Juneau, AK 99801
907-465-3391

National (Out of State):

Get address from your local State of
Alaska Department of Motor Vehicles.
Local Alaska office locations at:
[http://doa.alaska.gov/dmv/office/index.
htm](http://doa.alaska.gov/dmv/office/index.htm)

State of Alaska:

State of Alaska
Division of Motor Vehicles
1300 W. Benson Blvd.
Anchorage, AK 99503
907-269-5551
<http://doa.alaska.gov/dmv>

Fairbanks:

State DMV Office
1979 Peger Road
Fairbanks, AK 99701
907-451-5180

Anchorage:

(Field Office)
State DMV Office
1300 W. Benson Blvd.
Anchorage, AK 99503
907-269-5551

(Downtown Office)
State DMV Office
517 West Seventh Ave., Suite 200
Anchorage, AK
907-269-5551

Juneau:

State DMV Office
2760 Sherwood Lane, Suite B
Juneau, AK 99801
907-465-4361

*Duplicate Alaska Drivers License Website:
<http://doa.alaska.gov/dmv/akol/duplic.htm>

To obtain a duplicate Alaska drivers license, you must apply in person at a DMV office. Local Alaska office locations at:
<http://doa.alaska.gov/dmv/office/index.htm>

Education Records***Federal Income Tax Returns****Health Records****National:**

U.S. Department of Education
800-872-5327
www.ed.gov

State of Alaska:

Alaska Department of Education and
Early Development
141 Willoughby
P.O. Box 110525
Juneau, AK 99811-0525
907-465-2270
[archives.alaska.gov/genealogy/school_](http://archives.alaska.gov/genealogy/school_records.html)
[records.html](http://archives.alaska.gov/genealogy/school_records.html)

Fairbanks:

Fairbanks North Star Borough School
District
Student Records
520 Fifth Ave.
Fairbanks, AK 99701
907-452-2000, ext. 212
www.k12northstar.org

Anchorage:

Anchorage School District
Student Records
5530 E. Northern Lights Blvd.
Anchorage, AK 99504
907-742-4607
www.asdk12.org/studentrecords.asp

Juneau:

Juneau Borough Schools
10014 Crazy Horse Drive
Juneau, AK 99801
907-523-1700
www.juneauschools.org

National:

Internal Revenue Service National
website:
www.irs.gov

To request a copy of a tax return by
phone or for telephone assistance for
individuals, call 800-908-9946.

To request a copy of a tax return by
mail:
[www.irs.gov/individuals/](http://www.irs.gov/individuals/article/0,,id=110571.00.html)
[article/0,,id=110571.00.html](http://www.irs.gov/individuals/article/0,,id=110571.00.html)

State of Alaska:

Write to the IRS center where you send
your tax returns.
Alaska: File Addresses for Individual
Taxpayers website:
www.irs.gov/individuals/get-transcript

Local offices can print tax returns.

Fairbanks:

No office

Anchorage:

Internal Revenue Service
949 E. 36th Ave.
Anchorage, AK 99508
907-271-6391

Juneau:

No office

National:

Contact your doctors, school districts,
military bases or wherever treatment
was given.

State of Alaska:

Alaska Department of Health and
Social Sciences
3601 C St., Suite 902
Anchorage, AK 99503
907-269-7800
dhss.alaska.gov/Pages/default.aspx

Fairbanks:

Contact your doctors, school districts,
military bases or wherever treatment
was given.

Anchorage:

Contact your doctors, school districts,
military bases or wherever treatment
was given.

Juneau:

Contact your doctors, school districts,
military bases or wherever treatment
was given.

*Each school district maintains its own records, so you will have to contact your local high school to inquire about transcripts. You will find a complete list of Alaska schools and school districts, their addresses, contact names, telephone numbers, and e-mail and website addresses (for those schools that have them) on the website:

http://eed.state.ak.us/DOE_Rolodex/QInternet_1.cfm

High School Transcripts

Contact the school district where you attended high school or your state department of education. If you attended a nonpublic school, you should contact the school directly.

<http://nces.ed.gov/ccd/schoolsearch>

Transcripts from Closed Schools

When schools close, they usually make arrangements with the state licensing agency to store their records. You can find contact information for state licensing agencies at:

www.nasasps.org/member-information/general-information/regular-members OR Find a School — Education.Com at

www.education.com/schoolfinder

Insurance Policies

National:

Contact agency providing coverage.
For agency addresses, contact:

American Council of Life Insurers
101 Constitution Ave. N.W.,
Suite 700
Washington, D.C. 20001-2133
202-624-2000
www.acli.com

State of Alaska:

Contact agency providing coverage.
For agency addresses, contact:

Alaska Division of Insurance
Department of Commerce,
Community and Economic
Development
Ninth Floor, State Office Building
333 Willoughby Ave.
Juneau, AK 99801
www.commerce.alaska.gov/ins

Consumer Services in-state toll-free
number:
800-467-8725
Anchorage: 907-269-7900

Fairbanks:

No office

Anchorage:

Contact agency providing coverage.
For agency addresses, contact:

Alaska Division of Insurance
Robert B. Atwood Building
550 W. Seventh Ave., Suite 1560
Anchorage, AK 99501-3567
907-269-7900

Juneau:

No office

Military Discharge Papers

National

National Personnel Records Center
Military Personnel Records
1 Archives Dr.
St. Louis , MO 63132-5100
314-801-0800
www.archives.gov/st-louis/military-personnel

State of Alaska:

6125 Sand Point Way NE
Seattle WA 98115
206-336-5115

Fairbanks:

Fairbanks Vet Center
540 Fourth Ave., Suite 100
Fairbanks, AK 99701
907-456-4238

Anchorage:

Anchorage Regional Office
4400 Business Park Blvd., Suite B-34
Anchorage, AK 99503
907-563-6966

Juneau:

No office

Naturalization Papers

National:

U.S. Citizenship and Immigration
Services (USCIS)
Nationwide information and
customer service by phone:
800-375-5283
www.uscis.gov/portal/site/uscis

State of Alaska:

No office

Fairbanks:

No office

Anchorage:

USCIS
Anchorage Field Office
620 E. 10th Ave., Suite 102
Anchorage, AK 99501
907-793-5264

Juneau:

No office

Passports

National:

U.S. Department of State
Passport Services
Consular Lost/Stolen Passport Section
1111 19th St. N.W., Suite 500
Washington, D.C. 20036
877-487-2778
www.passportlocations.net/Alaska/AK.html

State of Alaska:

No office

Fairbanks:

U.S. Post Office
315 Barnette St.
Fairbanks, AK 99701
907-452-3210

Anchorage:

U.S. Post Office
320 5th Ave., Suite 348
Anchorage, AK 99501
907-279-4016

Juneau:

U.S. Post Office
9491 Vintage Blvd.
Juneau, AK 99803
907-789-0934

U.S. Post Office
709 W. Ninth St.
Juneau, AK 99801
907-586-7987

Property Deeds

National:

Write to or visit the recorder's office
in the borough or county where the
property is located.

State of Alaska:

Alaska Department of Natural Re-
sources
Recorder's Office website:
<http://dnr.alaska.gov/ssd/recoff/default.cfm>

Alaska Department of Natural Re-
sources
Recorder's Office online document
search website:
<http://dnr.alaska.gov/ssd/recoff/sag/IndexSearchMenu.cfm>

Fairbanks:

Recorder's Office
1648 S. Cushman, Suite 201
Fairbanks, AK 99701
907-452-3521

Anchorage:

Recorder's Office
550 W. Seventh Ave., Suite 1200
Anchorage, AK 99501
907-269-8876

Juneau:

Recorder's Office
400 Willoughby, Third Floor
P.O. Box 111013
Juneau, AK 99811
907-465-2514

Social Security

National:

Social Security Administration
Office of Public Inquiries
Windsor Park Building
6401 Security Blvd.
Baltimore, MD 21235
800-772-1213
www.ssa.gov

State of Alaska:

Social Security office locator
website:
<https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>

Fairbanks:

Social Security
Room 138
101 12th Ave.
Fairbanks, AK 99701
800-478-0391

Anchorage:

Social Security
Room A11
222 W. Eighth Ave.
Anchorage, AK 99513
866-772-3081

Juneau:

Social Security
Federal Building, Room 231
709 W. Ninth St.
P.O. Box 21327
Juneau, AK 99802
800-478-7124

U.S. Savings Bonds

Vehicle Title

About the series

National:

Treasury Direct
www.treasurydirect.gov

Owner may request payment or replacement of lost, stolen or destroyed bonds by downloading forms from the following website:

www.treasurydirect.gov/NC/FoRMSHome?site=instit&FormType=sbf#Reissue%20Forms

Fill out and mail to address on form.

State of Alaska:

Local banks have forms to fill out and mail.

Fairbanks:

Local banks have forms to fill out and mail.

Anchorage:

Local banks have forms to fill out and mail.

Juneau:

Local banks have forms to fill out and mail.

National:

Out-of-state: Get address from any State of Alaska DVM office

State of Alaska:

State of Alaska
Division of Motor Vehicles
1300 W. Benson Blvd.
Anchorage, AK 99503
907-269-3750
doa.alaska.gov/dmv

Fairbanks:

State of Alaska
Division of Motor Vehicles
1979 Peger Road
Fairbanks, AK 99701
907-451-5180

Anchorage:

State of Alaska
Division of Motor Vehicles
1300 W. Benson Blvd.
Anchorage, AK 99503
907-269-5551

State of Alaska

Division of Motor Vehicles
3300 Fairbanks St., Suite B
907-269-5551

Juneau:

State of Alaska
Division of Motor Vehicles
2760 Sherwood Lane, Suite B
Juneau, AK 99801
907-465-4361

This is a series of fact sheets to assist you in setting up a system to help you get control of your time and resources.

Each fact sheet gives you suggestions and ideas concerning one topic with a suggested activity to help you get one step closer to becoming organized.

It may take you as long as a year to get your management system working effectively for you.

Households that develop such a system and use it faithfully have discovered that no matter what the economic conditions are, they can still get ahead or at least stay even.

In this series, you can request fact sheets on the following topics:

- *Organizing Your Home Business Center* (FRM-00390)
- *The Temporary Home Filing System* (FRM-00391)
- *The Permanent Home Filing System* (FRM-00392)
- *Valuable Papers Checklist* (FRM-00393)
- *Valuable Papers Inventory* (FRM-00394)
- *Taking A Household Inventory With a Camera* (FRM-00395)
- *Keeping Home Records: What to Discard* (FRM-00396)
- *Replacing Valuable Papers* (FRM-00397)

www.uaf.edu/ces or 1-877-520-5211

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