**Transition - MUST HAVE DOCUMENTS**

**What to keep in your wallet or purse**

There are some papers that everybody must have.

- State ID or Driver’s License
- Health Insurance Card
- Important numbers
- ATM Card (only if needed)
- Who to call in case of emergency
- List of medications & what doctor prescribes them
- My Phone (in my purse or pocket) with “Emergency Health option” selected
- Appointment Book / Calendar (in your phone, purse or pocket)

**If you need an essential document**

**If you need to get your birth certificate:** Go to the Town Clerk or City Hall in the town/city you were born in and request it. If you were born further away you can contact the Town Clerk/City Hall (via internet or phone) and ask how to get it. Most often there is a fee (up to about $25). You may also ask your case worker if they either have a copy or can assist you.

**If you need to get a Georgia Drivers License or Georgia ID:**

**Georgia Drivers License** bring your current license, Social Security card, 2 proofs of Georgia residency (such as a bank statement, utility bill, or rental contract), and proof of identity (such as a birth certificate, passport, or immigration card).

**Georgia ID** requirements include providing proof of your identity and residency, your Social Security card, filling out a simple application and paying a fee.

**To get a Social Security card:** You, or your representative payee, will need to present your ID to the Social Security office and request a new card. (There is a limit to the number of free cards you can request in your lifetime so it is important you keep it safe). **Don’t keep your Social Security card in your wallet** unless you are using it that day to apply for a job store it somewhere safe. Try to memorize the number.

**To get a passport:** Go to your local post office or check with your state’s Passport Agency for details.
### Categories for your Binder

**KEEPING THINGS ORGANIZED AND IN A SAFE PLACE IN MY HOME**

- **Education documents**
- **Financial information**
- **Medical information**
- **Work information**
- **Housing and utility information**
- **Certified copy of birth certificate**
- **Social Security card**

### Documents for my binder

#### Education Documents
(These are important for school, college, vocational programs, etc.)
- A copy of transcript from all schools attended or GED Certificate
- Most recent IEP or 504 Plan
- Any other certifications (CPR/First Aid), Vocational, CNA, Etc.
- College information: Financial aid information (including passwords), & transcript
- Print copies of any email confirmations you get & keep them in your binder

#### Medical Information
- Copy of most recent physical & immunizations (important for school & jobs)
- List of doctors names & numbers (keep a copy in your binder & your wallet)
- List of medications, times, dosages, & who prescribes them (keep a copy in your binder & your wallet)
- Health Care Directive document

#### Work Information
- List of references
- Copy of letters of recommendations if you have them (don’t give your last one away)
- Dates of places you have worked or volunteered & what your responsibilities were
- Work Permit – if you need it (you must get this through your school or city hall)
- Copy of your resume (don’t give your last one away)

#### Housing / Utilities Information
- Phone billing contracts & the two most recent bills
- Copy of your lease
- Keep a list with your previous & current landlord’s name, contact info, & the dates you lived there
- Two most recent utility bills (gas, electric, & water)
- Start & end dates to where you previously lived, the landlord name, phone number & a written reference is even better.

#### What information You SHOULD NOT Give Out?
- Do not give out passwords (computer, PIN for Bank, Financial Aid, etc.)
- Keep passwords and logins in a safe place for your own personal use
- Social Security numbers (but sometimes it’s OK, like on a job or housing application or for a bank application)
- Bank account information (unless for direct deposit)

Source: Adapted from "My "Must have” Papers", Community of Practice, Northeast Massachusetts 2011