

## Transition - MUST HAVE DOCUMENTS

August 2019

### 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 fur-

ther 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.

### Essential Documents

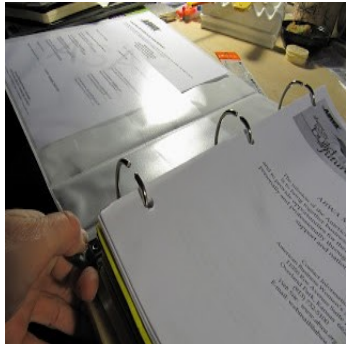
- ⇒ **Birth Certificate**
  - ⇒ **Social Security card**
  - ⇒ **State ID or Drivers License**
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- ⇒ **PASSPORT:** This can replace all of the documents listed above.

## Organizing a Binder for My Essential Documents

### 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

#### Financial Information

- A bank book or most recent statement
- Most recent Social Security award letter
- How to access your digital pay stubs
- Anything Social Security sends you
- All credit/debit card information (not bills)
- Tax documents: Yearly W-2s, tax documents

### Documents for my 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)