

## Replacing Important Documents

### I. Keep Important Documents Safe

- Please use the binder you have been given to keep all your documents safe. This will help you have access to them when you need them. Remember, documents such as immunization records, birth certificates, social security cards are used for many purposes such as: enrollment into school, public assistance, housing, medical care etc...
- Here are some suggestions on documents that you might want to keep safe:
  - Birth Certificates/Marriage Certificates
  - Social Security Cards
  - Immunization Records
  - School Records
  - Medical Records (telephone #'s & addresses of Doctors/Clinics)
  - Rental Agreements
  - Medical Records
  - Tax records
  - Letters from Public Agencies

### II. Birth Certificates

- a. You can request a copy of a birth certificate from the local Public Health Department in the county where the birth took place
- b. Ohio Dept. of Health Vital Statistics has a web-site in which you can order online or gather information on various certificates including birth certificates. Here is the link: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/vital-statistics/how-to-order-certificates>
- c. Every state has a vital records dept. The CDC has a web-site listing all the states addresses, contact info & processes. Here is the link: <https://www.cdc.gov/nchs/w2w/index.htm>

### III. Immunization Records

- a. Contact each last known Doctor's office or clinic that you or your child have visited.
- b. Contact the last school of attendance, if applicable
- c. Contact the Public Health Department for each place that you have lived
- d. Each state has an Immunization Information System (IIS). Here is the link to all 50 states : [www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state](http://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state)



*Note* → When you have found the immunization records you are looking for, please do the following, per the CDC (Center for Disease Control):

- Keep the record in a safe place where you can easily locate it.
- Bring it to each of your child's doctor visits.
- Ask the doctor or nurse to jot down the vaccine given, date, and dosage on your child's vaccination record.
- Write down the name of the doctor's office or clinic where your child got the vaccination

#### **IV. Social Security Card**

- a. You will need to establish identity (either for yourself and/or child):
  1. Birth certificate
  2. US citizenship
  3. Or if not an US citizen, immigration status
- b. Gather Documents:
  1. Proving your identity or that of your child's
  2. Proving your custody/relationship to the child
- c. Fill out a Social Security Application (these can be found online-see link below or at your nearest Social Security office)
- d. Take or mail to the Social Security Office (you can also do this online-see link below)

*Note* → The Social Security Administration has online processes that can save you a trip but if you need to find your local social security office here is the direct link:

<https://www.ssa.gov/locator/>



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