# Replacing Lost Documents

This list is not exhaustive.

\***Note about replacement fees and late payments:** Some entities will waive fees for replacing lost documents or cards if the loss or damage was due to a disaster. Some creditors will waive late fees, extend payment deadlines and make other payment accommodations if the reason for the delayed payment is due to disaster. If you need a fee waiver or more time to pay bills, JUST ASK.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Agency or Dept.** | **Link** | **Forms** | **Other** |
| Birth Or Death Certificate |  |  |  | [Add State-Specific Information Here] |
| Marriage License, Divorce Decree |  |  |  | [Add State-Specific Information Here] |
| Marriage Or Divorce Verification Letter |  |  |  | [Add State-Specific Information Here] |
| Vehicle Title |  |  |  | [Add State-Specific Information Here] |
| Manufactured Home -  Statement Of Ownership And Location (Sol) |  |  |  | [Add State-Specific Information Here] |
| Driver’s License Or Identity Card |  |  |  | [Add State-Specific Information Here] |
| Passport | US.  Department of State | <https://eforms.state.gov/Forms/ds11.pdf> | Form DS-11 Form DS-64 | If you are in the United States and are not traveling within 2 weeks-Submit Forms DS- 11 and DS-64 in person at an authorized Passport Application Acceptance Facility (<http://iafdb.travel.state.gov>) to search for office nearest you by zip code. |
| Green Card/ Legal Permanent Resident | US Citizenship and Immigration Services | <https://www.uscis.gov/green-card/after-we-grant-your-green-card/replace-your-green-card> | Form I-90 | If you are a permanent resident who needs to replace your green card or a conditional resident who needs to replace your two-year green card for any of the reasons listed below, you may begin the application process for a replacement green card by: [Online E-Filing Form I-90](http://www.uscis.gov/node/47780), Application to Replace Permanent Resident Card, or filing a paper Form I-90, [Application to Replace Permanent Resident Card](http://www.uscis.gov/node/41169) by mail. |
| Social Security Card | Social Security Administration | [www.ssa.gov](http://www.ssa.gov) | Application for Social Security Card | No online replacements. In person or by mail only. To locate the nearest office, go to <https://secure.ssa.gov/ICON/main.jsp>  1. Show the required documents. Docs required depending on citizenship and type of card requested. See [Learn What Documents You Need](http://www.socialsecurity.gov/ssnumber/ss5doc.htm) .  2. Complete and print [Application for a Social Security Card](http://www.socialsecurity.gov/forms/ss-5.pdf).  3. Take or mail your application and documents to your [local Social Security office](https://secure.ssa.gov/ICON/main.jsp). Go to [Social Security Number and Card](http://www.ssa.gov/ssnumber/) for more instructions. |
| Medicaid  / Benefits Card |  |  |  | [Add State-Specific Information Here] |
| Medicare Replacement Card | Social Security Administration | [www.ssa.gov](http://www.ssa.gov) |  | Online: Login or set up an account at <https://secure.ssa.gov/RIL/SiView.do>. Select "Replacement Documents" tab, then “Mail my replacement Medicare Card.” Medicare card will arrive by mail in about 30 days at the address on file with Social Security.  By phone: Call 1-800-772-1213, TTY 1-800-325-0778 weekdays 7 am-7 pm.  In person: Contact your [local Social Security office](http://www.ssa.gov/locator). |
| Income Tax Returns- Copies | Internal Revenue Service | [www.irs.gov](http://www.irs.gov) | Form 4506 | Exact copies - Disaster victims: The IRS will waive fees and expedite the request for taxpayers in a federally declared disaster area. For an exact copy with attachments (including Form W-2) complete IRS Form 4506 Request for Copy of Tax Return.  If not in federally declared disaster area, requires $50 fee for each return requested and can take up to 75 business days to process.  On jointly filed tax returns, both spouses may request a copy and only one signature is required. |
| Transcript Of Tax Returns | Internal Revenue Service | [www.irs.gov](http://www.irs.gov) | Form 4506 | Transcripts: A transcript of your tax return will satisfy most requests, and it’s free. IRS can generate different kinds of transcripts depending on what you need it for.  By phone: call 800-908-9946 and follow the prompts.  Online: go Get Transcript on www.IRS.gov.  Forms are available on IRS.gov or by calling 800-TAX-FORM (800-908-9946). |
| Savings Bonds | United States Treasury | <http://www.treasurydirect.gov/> | FS Form 1048 | Replacement Bonds no longer issued in paper form; electronic format only. You can either accept payment for lost bonds or order electronic replacements. You will need Provide Bond serial number. If you don’t have serial number, provide:  Specific month and year of purchase; SSN; Names (incl. middle names or initials; Mailing address. Complete Form 1048 ([download](http://www.treasurydirect.gov/forms/sav1048.pdf) or [order](http://www.treasurydirect.gov/indiv/forms/forms_SavingsBonds.htm)). Take completed form to your financial institution to sign and certify your signature. Mail the completed form to: Treasury Retail Securities Site, PO Box 214, Minneapolis, MN 55480-0214. |
| Military Service Records | National Archives, Veteran’s Service Records | <http://www.archives.gov/veterans/military-service-records/> | Form SF-180 | Includes DD 214/Separation Documents, Personnel Records, and/or Medical Records.  Online: Request through eVetRecs, <https://vetrecs.archives.gov/VeteranRequest/home.html>  By mail: Complete Form SF-180 (download at [www.archives.gov/veterans/military- service-records/standard-form-180.html](http://www.archives.gov/veterans/military-%20service-records/standard-form-180.html)) and send to address indicated on form. |
| Credit Cards | Contact issuer. Obtain list of accounts | <http://www.annualcreditreport.com/> |  | Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting Company (TransUnion, Equifax, and Experian). Useful for gathering account and creditor information in order to report the loss, ensure that the information on your credit reports is correct, and protect against identity theft. Order free report online at www.annualcreditreport.com. |