

## *What information should I keep safe?*

Here is a checklist of important documents, information and items that can help you in so many ways.

Keep the following documents with you in your wallet or purse.

- Maine Care Card
- Driver's Permit / License
- Photo Identification

Keep these personal documents in a safe place, such as a lockable drawer or cabinet at your house. Do not keep these important documents in your wallet or purse!

- Birth Certificate
- Social Security Card
- Family Tree
- Life Book
- Family medical history
- Immunization/Shot Records
- Address Book with contact information for important people (family, friends, others).
- Resume
- Certificates, Awards, and Letters of reference
- Portfolio
- Educational Transcripts
- Photos

Copy or scan these documents before you submit them. Be sure to record the date when these applications are submitted. Keep a copy in your safe place.

- MaineCare application
- FAFSA or scholarship application
- College applications

Electronic records should be saved on a computer AND backed up on a CD or an external hard drive.

**Remember to keep these documents in a safe place.**