

# Replacing Valuable Papers

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Assistant Professor

Valuable papers, although not used very often, may be needed quickly or unexpectedly. No one ever plans to lose family papers, but due to fire, natural disasters, moves or family changes, papers may be lost or destroyed.

It may take weeks or months to replace valuable papers, so begin the replacement process as soon as possible. Prompt replacement will prevent delays when the papers are actually needed.

Valuable Papers	Source of Replacement Information
Adoption Papers Birth Certificate Death Certificate Marriage License Divorce Certificate	Arkansas Department of Health Division of Vital Records 4815 West Markham, Slot 44 Little Rock, AR 72205-3866 Phone: (501) 661-2174 Web site: <a href="http://www.healthyarkansas.com/certificates/certificates.html">http://www.healthyarkansas.com/certificates/certificates.html</a>
Driver's License	Contact your local Revenue Office For more information or a list of county locations: Arkansas Department of Finance and Administration Office of Driver Services Web site: <a href="http://www.arkansas.gov/dfa/driver_services/ds_index.html">http://www.arkansas.gov/dfa/driver_services/ds_index.html</a>
Educational Records	School or schools attended
Health Records	Personal physician's office
Insurance Policies	Contact the agency providing coverage. For additional assistance in locating the company, contact: Department of Insurance 1200 West Third Street Little Rock, AR 72201-1904 Phone: (501) 371-2600 Fax: (501) 371-2618 Web site: <a href="http://www.state.ar.us/insurance">http://www.state.ar.us/insurance</a>
Military Service Papers	NPRC mailing address: National Personnel Records Center Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100 Phone: (314) 801-0800 Fax: (314) 801-9195 Web site: <a href="http://www.archives.gov/research">http://www.archives.gov/research</a>

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**Valuable Papers**

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**Source of Replacement Information**

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Passports	Local Postal Service office
Property Deeds	Local Circuit Clerk's office
Social Security	Phone toll free: 1-800-772-1213 Web site: <a href="http://www.ssa.gov">http://www.ssa.gov</a>
Stock Certificates	Contact any brokerage firm (fees may be involved)
U.S. Savings Bonds	Contact the Bureau of Public Debt for Form 1048, Claim for Lost, Stolen or Destroyed United States Savings Bonds: Department of the Treasury, Bureau of Public Debt HH/H (paper) Savings Bonds P. O. Box 2186, Parkersburg, WV 26106-2186 E/EE/I (paper) Savings Bonds P. O. Box 7012, Parkersburg, WV 26106-7012 E-mail: <a href="mailto:SavBonds@bpd.treas.gov">SavBonds@bpd.treas.gov</a> Phone: (304) 480-7537 Fax: (304) 480-6010 Web site: <a href="http://www.treasurydirect.gov">http://www.treasurydirect.gov</a>
Taxes	
Federal Income Tax Returns	Complete IRS Form 4506 to request a copy of a previous return. Contact the IRS Service Center if filed in Arkansas: RAIVS Team 3651 South Interregional Highway Stop 6716 AUSC Austin, TX 78741 Web site: <a href="http://www.irs.gov">http://www.irs.gov</a>
Property and Personal Taxes	Contact county Tax Collector's office. A comprehensive list of tax assessors, collectors and other county officials is available from: Assessment Coordination Department 1614 West Third Street Little Rock, AR 72201-1815 Phone: (501) 324-9240
State Income Taxes	Send a letter to the Income Tax Section with your name as it appeared on the tax return and your spouse's name, if you filed as a married couple, social security number(s), the tax year or years for which you want copies. You must sign your request. Individual Income Tax Research Section P. O. Box 3628 Little Rock, AR 72203-3628 Web address: <a href="http://www.arkansas.gov/dfa">http://www.arkansas.gov/dfa</a>
Vehicle Titles	Contact your local Revenue Office. For more information or a list of county locations: Web address: <a href="http://www.arkansas.gov/dfa/dfa_vehicles.html">http://www.arkansas.gov/dfa/dfa_vehicles.html</a>

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Printed by University of Arkansas Cooperative Extension Service Printing Services.

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