

GRAB-AND-GO DOCUMENT CHECKLIST

What's in the bag, what's missing, and who else can reach a copy.

ADMINARCADE.COM Life admin for people who hate it

TICKETS EARNED _____ / 5

1 per step you finish. Check off the box on a step, then count your boxes and write the number here.

For each paper, check off **IN THE BAG** or **TO ADD**. Leave both blank if it doesn't apply.

1

WHO YOU ARE

DONE ☐

IN THE BAG	TO ADD		IN THE BAG	TO ADD	
☐	☐	Passports	☐	☐	A copy of each driver's license
☐	☐	Birth certificates	☐	☐	Military service ID or records
☐	☐	Marriage license or divorce papers	☐	☐	Pet ownership papers and tag numbers
☐	☐	Social Security cards	☐	☐	_____ anything else

2

WHAT YOU OWN AND OWE

DONE ☐

IN THE BAG	TO ADD		IN THE BAG	TO ADD	
☐	☐	Home: the deed, lease or mortgage papers	☐	☐	A will, trust or power of attorney
☐	☐	Car: the title, registration and loan papers	☐	☐	Your last tax return
☐	☐	Insurance policies	☐	☐	_____ anything else

3

THE KEYS TO YOUR ACCOUNTS

DONE ☐

On paper, in the bag. Don't copy any key or phrase onto this sheet.

IN THE BAG	TO ADD		IN THE BAG	TO ADD	
☐	☐	Recovery keys for your accounts	☐	☐	Notes for the person who'd take over
☐	☐	Crypto seed phrases	☐	☐	A list of where your accounts are
☐	☐	_____			_____ anything else

4

A LITTLE CASH

DONE ☐

IN THE BAG	TO ADD		IN THE BAG	TO ADD	
☐	☐	Cash in small bills	☐	☐	_____ anything else

5

THE COPY SOMEBODY ELSE CAN REACH

DONE ☐

WHO OUTSIDE MY HOME KNOWS THE BAG EXISTS _____

WHERE A COPY LIVES OUTSIDE MY HOME (check off any)

☐ A trusted friend or relative
 ☐ A bank safe deposit box
 ☐ A password-protected drive
 ☐ A secure cloud service

WHERE THE BAG LIVES _____ LAST CHECKED (date) _____