



Amigos de la Gente de Edad

Personal information checklist

Nothing is ever where you want it, especially in an emergency. It is in your interest in an emergency, for the following information (or where to find it) to be available to your family or friends.

Personal details

Full Name:

Address:

Postcode:

Telephone number:

Marital status:

Nationality:

Place & date of birth:

Parents' first names (needed for Spanish death certificate)

 Mother:

 Father:

Passport

Where is it?

Passport number:

Expiry date:

NIE

Number:

Tarjeta de Residencia Comunitaria/Certificado de Registro

Where is it?

Expiry date:

Driving Licence

Where is it?

Licence Number:

Expiry Date:

Vehicle

Licence Plate Number:

Vehicle Insurance

Where is it?

Insurance broker:

Policy number:

Registration Documents:

Where are they?

Emergency breakdown number:

Birth certificate

Where is it?

Marriage certificate

Where is it?

Will

Spanish - where is it?

Other - where is it?

INSALUD Doctor in Spain

Name:

Telephone number:

Address:

Private Doctor in Spain

Name:

Telephone Number:

Address:

Private medical insurance

Name of company:

Phone number:

Policy number:

Next of kin

Name:

Address:

Telephone number:

Insurance policies

Where are they? Medical:
 Personal:
 Home & contents:
 Other:

Funeral Arrangements:

Insurance policy or prepaid funeral plan
Where is it?
Name of company:
Telephone No:
Funeral director/agent
Name of company:
24-hour Telephone No:
Funeral instructions: Where are they?

Spanish property deeds

Where are they?

Other property deeds

Where are they?

Property rental contract

Where is it?
Name of landlord:
Telephone number:

Lawyer and/or gestor

Name:
Address:
Telephone number:

Banks

Spanish:
Other:

Cheque/bank books

Where are they?

Bank/Credit Cards

Emergency telephone numbers, if cards lost or stolen:
Card 1:
Card 2:

Address book

Where is it?

Any other relevant legal or financial information such as Securities held, paid bills and receipts, names, addresses and telephone numbers of friends you wish advised, funeral wishes, etc.

Consider lodging copies of all your documents with a person you can trust. Also be sure to make photocopies of all important documents such as your *Tarjeta de Residente Comunitario/Certificado de Registro de Ciudadano de la Unión*, driver's licence, Spanish Social Insurance card, etc.

THIS INFORMATION IS GIVEN IN GOOD FAITH AT THE TIME OF PUBLICATION AND IS PRESENTED AS A GUIDE ONLY.

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