The Legal Life File Checklist

20 Documents Every Woman Should Know the Location of

Use this checklist to gather and organise the most important legal and life documents. The goal is simple: if something unexpected happened, the key information in your life could be found quickly and easily.

Personal Identification

Done	Document/Information	Where is it stored?
☐	Copy of ID or passport	
☐	Birth Certificate	
☐	Marriage Certificate (if applicable)	
☐	Antenuptial Contract (if applicable)	
☐	Divorce Order (if applicable)	

Estate Planning

Done	Document/Information	Where is it stored?
☐	Copy of your Will	
☐	Executor's contact details	
☐	Trust documents (if applicable)	
☐	Letter of wishes for children	

Financial Overview

Done	Document/Information	Where is it stored?
☐	List of bank accounts	
☐	Retirement funds and investments	
☐	List of debts (home loan, car finance, personal loans)	

Property and Assets

Done	Document/Information	Where is it stored?
☐	Property title deeds	
☐	Vehicle registration documents	
☐	insurance policies	
☐	List of valuable assets	

Insurance and Medical

Done	Document/Information	Where is it stored?
☐	Life insurance policy details	
☐	Medical aid membership information	
☐	Gap cover details (if applicable)	

Children's Information

Done	Document/Information	Where is it stored?
☐	Children's birth certificates	
☐	School contact details	
☐	Medical aid details for children	
☐	Guardian nomination in will	
☐	Emergency contacts	

Digital Life

Done	Document/Information	Where is it stored?
☐	Instructions for accessing devices	
☐	Password manager or password access instructions	
☐	List of important online accounts	

Professional Contacts

Done	Document/Information	Where is it stored?
☐	Attorney	
☐	Accountant or financial advisor	
☐	Insurance broker	
☐	Trusted family contact	