

# Replacing Legal and Financial Documents in South Dakota

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There are many reasons South Dakotans may need to replace legal and financial documents: fire, tornado, flooding, the death of the owner, or loss or theft of the document. Replacing these documents helps prevent identity theft, continue benefits, provide financial security, complete estate settlements, etc. The list below covers various document types that may be lost, destroyed, or stolen and provides sources for information to replace them.

Several documents require contacting “Your” banker, agent, attorney, etc. A list of these contacts, including company, contact names, and phone numbers, should be kept in your cell phone contact list and a file saved to the mass storage device, ensuring you can find them when needed. It would also help to keep the contact numbers for your credit card companies. If you need to replace them, cancel numbers due to loss or theft, or arrange alternative payment plans due to tragedy, this contact information will speed up the recovery process.

In today’s digital age, all essential documents can be scanned and saved to an external hard drive, portable storage device, or cloud service. Keeping copies in a fireproof/waterproof, locked box at a location other than your home or office helps reduce the likelihood that they will be destroyed by a fire or flood at your primary location. For example, entrusting a copy to a family member or friend 300 miles away helps prevent loss from localized natural disasters. Records should be updated annually to ensure the most expedient replacement.

This list may not be all-inclusive for you or your business. Keep your personal and business lists updated and accurate.

Paper / Document	Source of Replacement Information
Adoption Papers	SD Department of Social Services – Child Protection 700 Governors Drive Pierre, SD 57501 605-773-3227 <a href="http://dss.sd.gov/childprotection/adoption/records.aspx">dss.sd.gov/childprotection/adoption/records.aspx</a>
Bank Records	Contact your banking institution. They keep personal and business checks and deposits electronically and can help you rebuild your financial records.
Birth Certificates Death Certificates Marriage Records Divorce Records	Contact the County Register of Deeds Office for application forms and certified copies of vital records. Some older records must be requested from the county office where that event occurred. Copies can be purchased from the SD Department of Health. <a href="http://doh.sd.gov/licensing-and-records/vital-records/">doh.sd.gov/licensing-and-records/vital-records/</a> 221 West Capitol Ave, Pierre, SD 57501 605-773-4961
Citizenship and Naturalization Records Green Card	For online or paper options to replace citizenship, naturalization records, or green cards, visit U.S. Citizenship and Immigration Services <a href="http://uscis.gov/">uscis.gov/</a> 800-375-5283 East River residents: 1717 Avenue H E, Omaha, NE 68110 West River residents: 12484 East Weaver Place Centennial, CO 80111
Damaged Money	Contact the Bureau of Engraving & Printing <a href="http://bep.gov/services/mutilated-currency-redemption">bep.gov/services/mutilated-currency-redemption</a>
Driver's License	Contact the local Driver's License Office Visit <a href="http://dps.sd.gov/driver-licensing">dps.sd.gov/driver-licensing</a>
Educational Records	Contact School(s) attended.
Federal Civilian Personnel Records	Forms and information can be found at <a href="http://archives.gov/st-louis/civilian-personnel/index.html">archives.gov/st-louis/civilian-personnel/index.html</a> .
Federal Income Tax Return	Information and forms for replacing Federal Income Tax Returns can be found at <a href="http://irs.gov/taxtopics/tc156.html">irs.gov/taxtopics/tc156.html</a> .
Health Records	Contact personal physician's office.
Insurance Policy	Contact the agency or company providing coverage for life, health, disability, vehicles, and homeowners/renters.
Medicare Card	Call or stop by the local Social Security Office. Call 1-800-633-4227, TTY 1-877-486-2048 Print an official copy from your online Medicare account. Request replacement online at: <a href="http://faq.ssa.gov/en-us/Topic/article/KA-01735">faq.ssa.gov/en-us/Topic/article/KA-01735</a>
Medicaid Card	Contact the SD Department of Social Services 800-597-1603
Military Service Papers	If the document was filed at the local Register of Deeds office, contact them to get a copy. Contact your local Veterans Service Officer. Visit <a href="http://archives.gov/veterans/military-service-records/">archives.gov/veterans/military-service-records/</a> or <a href="http://va.gov/records/get-military-service-records/">va.gov/records/get-military-service-records/</a> to access the DD Form 214 and SF-180 forms to begin the process.

Paper / Document	Source of Replacement Information
Passports	Call the National Passport Information Center at 1-877-487-2778 Report a lost or stolen passport and find a form for renewal at: <a href="https://travel.state.gov/content/travel/en/passports/have-passport.html">travel.state.gov/content/travel/en/passports/have-passport.html</a> . Fill out the form "Statement Regarding Lost or Stolen Passport, DS-64. Then click on "How to Renew a Passport."
Property Deeds	Contact the Register of Deeds in the county where the property is located.
Property Tax	Contact the Treasurer in the county where the property is located.
Social Security Card	Contact your local Social Security Office <a href="https://ssa.gov/number-card/replace-card">ssa.gov/number-card/replace-card</a> Call 1-800-772-1213 (TTY 1-800-325-0778) The application for a Social Security card (Form SS-5) can be downloaded from <a href="https://socialsecurity.gov/online/ss-5.pdf">socialsecurity.gov/online/ss-5.pdf</a> .
Stock Certificates	Contact any brokerage firm (fees may be involved).
US Savings Bond	Visit <a href="https://treasurydirect.gov/savings-bonds/manage-bonds/lost-stolen-destroyed-ee-or-i-bonds/">treasurydirect.gov/savings-bonds/manage-bonds/lost-stolen-destroyed-ee-or-i-bonds/</a> to begin the replacement process either by mail or online. The Federal Reserve Bank for U.S. Savings Bonds is serviced in South Dakota by the: Treasury Retail Securities Services PO Box 9150 Minneapolis, MN 55480-9150 844-284-2676
Vehicle Titles and Registration	Contact the local County Treasurers Office Visit <a href="https://dor.sd.gov/newsroom/find-out-how-to-replace-your-lost-title/">dor.sd.gov/newsroom/find-out-how-to-replace-your-lost-title/</a> . The site includes the required forms and all vehicle title-related information.
Will and Legal Documents	Contact the attorney who prepared it.

*Adapted from "Replacing Financial and Personal Documents in Mississippi," Mississippi State University Extension Service, by Extension Family and Consumer Sciences Educators, Deb Sundem, Codington County, and Sandra Aamlid, Minnehaha County, South Dakota State University Cooperative Extension Service. January 2007. Updated February 2013, September 2024, and June 2026, Heather Gessner, Livestock Business Management Field Specialist.*



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