

# Document Backup System Guide

*Module 4 - Practical Travel Preparation • Around the World with Rob*

Goal: one clean system that survives loss, theft, dead batteries, and spotty Wi-Fi. You want quick access for you, and controlled access for a trusted person back home.

## 1) The simple rule (the 3 copies)

- One copy on you (phone + a small offline stash)
- One copy in the cloud (encrypted where possible)
- One copy offline, not on you (trusted person or stored at home)

## 2) What to scan and store

### Always scan

- Passport photo page + any valid visas
- Driver's license (front/back) + international permit if you use one
- Travel insurance policy + emergency numbers
- Vaccination record (if relevant)
- Flight confirmations + key bookings (first week)
- Credit/debit cards (front/back) and bank contact numbers
- Emergency contacts + basic medical info (blood type, allergies, meds)

### Nice to have (depends on your trip)

- Work contracts, letters, or proof of onward travel
- Accommodation address list (first month)
- Vehicle docs (if road tripping)
- Copies of important receipts (expensive gear, visas, permits)

## 3) Folder structure (copy this)

Use the same structure everywhere so you never hunt.

- 00-READ-ME (emergency numbers + what to do)
- 01-ID (passport, license, visas)
- 02-MONEY (cards, banks, insurance, tax)
- 03-TRAVEL (bookings, confirmations)
- 04-HEALTH (insurance, vaccinations, prescriptions)
- 05-WORK (contracts, references)
- 06-EXTRAS (anything specific to your trip)

#### 4) File naming convention (makes search painless)

Pattern: YYYY-MM-DD - DOCUMENT - NAME (optional country)

- 2026-01-20 - PASSPORT – Joe Smith
- 2026-01-20 - INSURANCE - Policy
- 2026-01-20 - VISA - Japan

#### 5) Storage choices (practical, not fancy)

- Cloud: a well-known provider + folder shared to a trusted person (view-only).
- Offline on phone: save critical PDFs for offline access.
- Offline backup: an encrypted USB or a second device stored separately.

Security basics: use a password manager, turn on two-factor authentication, and lock your phone with a strong PIN.  
Avoid sending document scans over email if you can.

#### 6) Your document inventory (fill this in)

Document	Stored on phone?	In cloud?	Offline backup?	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### Quick test (do this once)

- Put your phone in airplane mode and open your critical docs. Can you access them?
- Ask your trusted person to find one document in the shared folder. Can they?
- If you lost your wallet today, do you have card numbers + bank contacts stored?

Last check: This system should take 30 minutes to set up, then it just runs.