Your document backup system

The useful test is simple: can you get the right document when your phone is missing or the Wi-Fi is useless?

Keep three routes to the essentials

- ☐ Secure offline copies on the device I carry.
- ☐ A protected cloud copy with two-factor authentication.
- ☐ A separate recovery route: another device, selected paper copies or a trusted person.

Copy what you need

- ☐ Passport identity page and relevant entry permissions.
- ☐ Insurance certificate, assistance number and important bookings.
- ☐ Prescriptions, relevant health documents and emergency contacts.
- ☐ Driving documents or work paperwork where needed.

Do not photograph both sides of payment cards or store card security codes in travel folders. Record the bank’s official contact details and a masked card reference instead. Keep recovery codes in a secure place separate from the device they unlock.

Use names you can find quickly

A clear name is enough: Japan-visa-approved.pdf or First-night-address.pdf. Keep drafts away from final documents and remove old versions from the quick-access folder.

My document inventory

Document	Offline copy	Backup location	Checked

Test the setup

- ☐ In airplane mode I can open tickets, addresses and insurance.
- ☐ I can recover access without my main phone.
- ☐ Any trusted person has only the access they need.
- ☐ Sensitive copies are protected and obsolete copies removed.

What I still need to fix