

# SOS-Passport user's manual

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## *SOS-passport*

The purpose of SOS-passport is to support the holder in emergency. The idea is to note such personal information, that emergency officials in Spain (or some other country) need to help the owner of the passport or contact his/her family.

You need the passport, when

1. You are in such a state, that you can't provide the information by yourself.
2. To support your memory, when the information is asked in a crisis and with a foreign language.

It's a good idea to buy a small plastic-holder for the passport. The passport and holder are needed at least in a hospital, where all other of your belongings are placed in safe and are no more accessible. **Never give your passport away. Keep it with you!**

The passport is designed to be used in Spain, but it can be as useful anywhere in the world. Keep it always with you.

**In order to keep the passport helpful, fill in the information carefully in advance and also keep it up to date.**

When needed ask for help from a doctor, nurse, chemists.

If you have downloaded the passport in a form of a pc-fillable pdf-form and you have also other family-members, fill in first the common information like address. Save the original and then starting from the common original, fill and save individually a passport for all family members. Thus it's easier to make changes later on.

Be careful not to copy medical or other individual data from one family member to other.

The SOS-group is happy to receive any feedback you might like to give.

Please email us to:

[info@sosryhma.net](mailto:info@sosryhma.net)

## Entering data to the passport

Fill in the passport carefully. Keep in mind, that it will be read by another person in a critical situation and you may be unable to explain anything.

When you are finished with the information, do fold the passport between pages to a folder of a size of a credit card.

Some pages do contain a first line, that is tighter than other lines. Use that line only, when the information does not fit otherwise.

The passport is read by humans. If all information does not fit in its own section, use some other space to continue.

It's also a good practice to take a copy of the passport and leave it home. In case the passport is lost or stolen, it's easier to fill a new one.

### Page 1 - Personal information

 <b>SOS PASAPORTE</b> Residencia Si <input type="checkbox"/> No <input type="checkbox"/>	<b>SOS PASAPORTE</b> Residencia Si <input type="checkbox"/> No <input checked="" type="checkbox"/>
D.N.I./N.I.E./Pasaporte: _____	D.N.I./N.I.E./Pasaporte: <u>X-12345678-P</u>
Nombre (First name): _____	Nombre (etunimi): <u>Pauli</u>
Apellido (Family name): _____	Apellido (sukunimi): <u>Passinen</u>
Fecha de nacimiento (Date of birth): ____ . ____ . ____	Fecha de nacimiento (synt.aika): <u>12 . 12 . 1952</u>
Nacionalidad (Nationality): _____	Nacionalidad (kansalaisuus): <u>Finlandés</u>
Grupo sanguíneo (Blood group): _____	Grupo sanguíneo (veriryhmä): <u>A+</u>

If you are resident in Spain, cross Si(Yes), otherwise No.  
Here we mean the living residency, not tax-residency.

### Personal identity code (D.N.I. / N.I.E. / Pasaporte)

**D.N.I.** is the spanish personal identity code (Documento Nacional de Identidad)

**N.I.E.** is a tax- / personal- code for foreigners  
(Número de Identidad de Extranjero)

If you don't have any spanish identity (DNI/NIE), enter either your passport-number or the number of your official national identity card. Use the document, that you carry with you either as original or as a copy.

Nationality in Spanish e.g.: Inglés/Inglésa for english, Irlandés/Irlandésa for irish, Americano/Americana for americans, Sueco/Sueca for Swedish, Danés, Danésa for Danish, Noruego/Noruega for Norwegian.

You bloodgroup: A+, A-, AB+, AB-, B+, B-, O+, O-.

### Enter only data, that you are sure of!

If you e.g. don't know your bloodgroup, leave the field blank.

## Page 2 – Family members

<p><b>Emergency Phone number 112</b> Familiares (Family, next-of-kin or friends)</p> <p>1. Name</p> <p> _____</p> <p>2. Name</p> <p> _____</p> <p>3. Name</p> <p> _____</p>
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### In case of real emergency, always call 112!

Use the local numbers of authorities only, when it's not an emergency.

Fill in the names and phones of your 3 closest family members and/or friend.

These are those persons, that should be contacted, if something happens to you.

It's a good practice to always write the phone number in international mode with a country code.

There is an international habit to enter these numbers and contacts in your phone with a shortcut of ICE (In Case of Emergency): ICE1, ICE2, ICE3 etc.

In Spain however, the authorities don't search for ICE.

In Spain the same thing is Aa. (Avisar a) (and even that is not very commonly used).

*Aa*

Source: [http://es.wikipedia.org/wiki/Aa\\_%28Avisar\\_a%29](http://es.wikipedia.org/wiki/Aa_%28Avisar_a%29)

*Aa (Avisar a) es la abreviatura escogida en español que hace referencia a la recomendación de incorporar estas letras como entrada de contacto en la agenda de los teléfonos móviles, para que en caso de accidente se avise al teléfono de la persona indicado en dicho registro.*

**At least with Windows-Phones this works fine by entering these numbers in a form, where family name is Aa1 ICE1 and first name is the persons real first name and last name.**

E.G. family name = 'Aa7 ICE7', first name = 'James Bond'.

This assumes, that your phone does use alphabetical order by family name.

When using phone as a security device, keep in mind, that it can be robbed or lost or locked and not available when needed. Anyway two measures of safety are better than one.

Use phone as plan B.

### Page 3 –Dependents waiting at home

<p>En casa: persona o animal dependiente (In my house dependent person or animal):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Llaves (Key holder): _____  _____</p>	<p><b>AA</b> Familiares (läheiset)</p> <p>1. <u>Pauliina Pussinen-Passinen</u>  +34 622 123456, +358 40 123456</p> <p>2. <u>a) Pekka Passinen, b) Pirjo Passinen</u>  +358 44 123456, +358 50 123456</p> <p>Intérprete SOS (SOS-tulkki ). Tulkkaus vain</p> <p><b>hätänumeroihin!</b>  <b>618 56 66 03</b></p>
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On this page you can make notes on persons or animals, who are dependent on you. If you e.g. get into a hospital in an emergency, it's of vital importance, that someone will take care of these persons and/or animals. If you are the only person taking care of something, enter the data here not depending where this something lives. Make also prearrangements when everything is still fine. E.G. give extra keys to some reliable person and enter his name and phone number to the passport.

## Pages 4 -5 Illnesses

Enfermedades y cirugía importante (Illnesses and important surgical operations) in spanish/latin: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Diagnosis (perussairaudet espanjaksi/latinaksi): <hr/> E11, Diabetes mellitus 2 <hr/> I25, Mb cordis coronarius <hr/> E78, Hyperkolesterolemia <hr/> Z95.1, Status post CABG <hr/> <hr/> <hr/>
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Enter on these two pages all your known illnesses.

In Spain the international diagnosis codes are not used. Thus the most important is to list everything in Spanish and/or Latin. However the passport is more useful internationally, if you also enter the codes.

On the page 5 (illnesses 2) is also a reminder to state all important surgical operations.

State only such relevant operations, that should be taken into consideration, when treating you.

## Pages 6-7 Medication

Medicación (Medication), principio activo y cantidad (active substance and amount), dosis/día (daily dosage):	Medicación (lääkkeet), principio activo (vaikuttava aine ja vahvuus), dosis/día (annostus/vrk):
	Sitagliptina, 100mg, 1*1
	Metformina hidrocloreto, 1000 mg, 2*1
	Atorvastatina cálcica, 40mg, 1*1
	Ezetimiba, 10mg, 1*1
	Acid. Acetylsalic., 100mg, 1*1
	Hemifumarato de Bisoprolol, 2,5mg, 2*1

Enter on these pages all your regular medicines using the name of active substance either in Spanish or Latin. Do not use the name of any product as the commercial names do vary in different countries.

Normally you can get the active substance from the product information of your medicine.

E.G: Atorvastatina, 40 mg, 2 \* 1

## Page 8 - Allergies

Alergias (Allergies, specially drugs and life threatening):

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Enter here all such allergies, that do affect your medical treatment. Especially important are allergies against drugs and food. Also these should be written in Spanish and/or Latin.

## Page 9 - Other information

Otros (Other: Pacemakers, prothesis, metallic clips, etc.):

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Enter here all other information, that could be needed in your treatment. E.g. if you are immune for some anesthetic drug or you have a pacemaker or prothesis or other metallic clips. Here is also good place to tell about pregnancy, so that it can be taken into consideration.

Here you can also tell, if you have a will of treatment, death insurance and other that kind of documents. Where they are and how they can be reached. If you are an organ donator, you can also state the fact here, but you must have the legal documents somewhere with you. The legislation differs in different countries.

## Page 10 – Your Address in Spain

Dirección (Address in Spain): _____ _____ _____ _____	Dirección (osoite Espanjassa): _____ Edf. Casa Grande Paseo Maritimo 28, Bloque1, Planta 3, B _____ 29640 FUENGIROLA _____ Pidä aina mukana: SOS-passi (täytettynä), eurooppalainen sairausvakuutuskortti tai yksityinen matkavakuutuskortti sekä kopio passista tai virallisesta henkilötodistuksesta! Copyright: www.sosryhma.net
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Enter here your address right and in its official form

(Edificio/edif/Edf) Casa Grande (name of the estate)  
Paseo Maritimo 28, F(ase)2, B(loque)1, P(ortal)2, 3<sup>o</sup>(Planta)B or  
Paseo Maritimo 28, F2, B1, P2, 3<sup>o</sup>B  
12345 FUENGIROLA

All addresses do not contain all parts  
Fase (phase), Bloque (building), Portal (stair), Planta (floor), Vivienda (flat, here B)

## ***Safety rules***

Always carry with you besides the SOS-passport, also your European Insurance Card and/or your travel insurance card. According to Spanish law all persons of 14 years or above must have a legal personal identity document like ID-Card, passport or driving license. A copy of the passport or national ID-Card will do for officials.

Copies are handy considering the possibility of thefts.

You can get laminated copies in many small printing shops.

Nothing does guarantee, that a copy is accepted in a bank or shop however.

Also the driving license must be the original one.

If you have the Spanish N.I.E. document, it's a good idea to produce a small and laminated copy of it. With your ID-document, it will do in most cases. In a bank you need the original one, if you open an account or do other transactions.

It's wise to take a copy or photo of all your official ID- and travelling documents.

You can save them to a computer / phone / tablet or to a cloud-service.

Thus you always have something in hand, if the originals get lost or stolen.

Keep in mind, that also technical equipments can be lost or stolen.

Carry with you only those credit- and payment-cards you need at the moment.

Carry with you only necessary ID-documents.

Keep ID-documents separated from payment cards.

Keep all security codes only in your memory – if possible.

At least keep them separated from each other.

Never keep your keys and your address in the same case or pocket.

Never keep your name or address in your keys.

A small holder, that can be carried on a necklace, is handy for credit cards and larger banknotes. Another one is good for the SOS-passport.

Keep a small amount of cash in some pocket or case to avoid presenting your secret holder frequently.

If your keys have been stolen, rush to home and ask the locksmith to change the locks. Do not leave home unattended before that has been done.

## ***Credentials***

The original SOS-passport has been produced by the finnish SOS-ryhmä (SOS-group) in Costa del Sol, Spain. The English version is a coproduction between SOS-ryhmä and The Rotary Club of Marbella with special thanks to Nina Jarlov and Dr. Pentti Raaste for translation and adaptation to this language group.

## Printing SOS-passport with your own printer

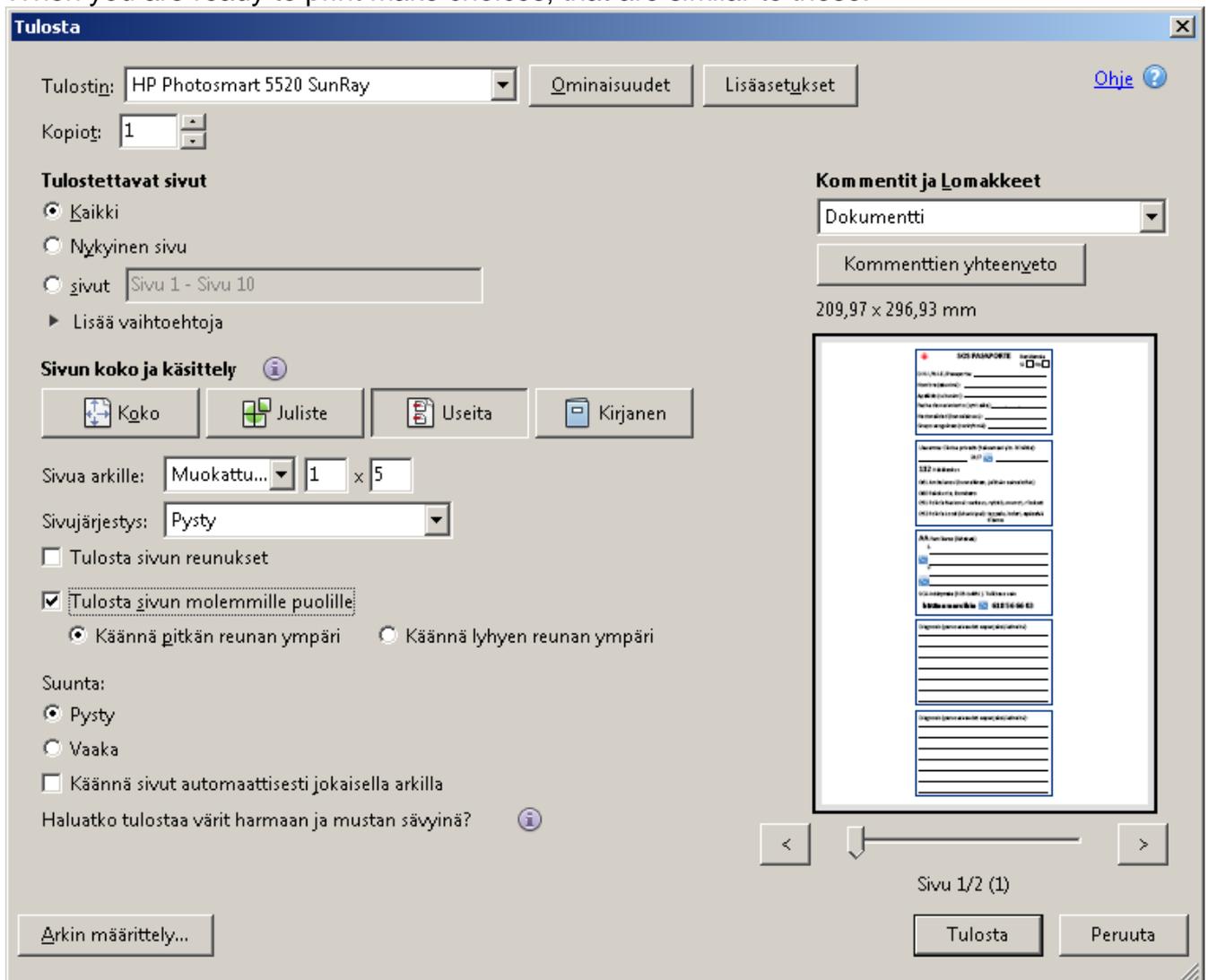
Lataa SOS-passin Pdf-versio netistä omalle koneellesi ja avaa se.  
Tee seuraavat tulostusvalinnat.

Download the SOS-passport from internet to your own computer.

You have two choices:

1. Passport to be printed and filled by a pen ([www.sosryhma.net/](http://www.sosryhma.net/))
2. Passport to be filled in the computer and printed as finished ([www.sosryhma.net/](http://www.sosryhma.net/))

When you are ready to print make choices, that are similar to these:



If your printer is capable for 2-sided printing, these are the setting.

If you only can print 1-sided, print first pages 1-5 and then pages 6-10 on the other side of the paper.

If the printed sides do not match, print the 2 pages on separate paper and fix them together with a piece of tape or a staple or something.

The SOS-passport is printed on a good quality paper. If you want similar results at home, use a paper of 120g/m<sup>2</sup> and a good printing quality.