

PDF Redaction Checklist

The Ultimate Guide to Protecting PII & Sensitive Data

Before publishing or sharing any document, verify that the following data types have been permanently redacted. Do not rely on visual masks.

PERSONAL IDENTIFICATION (PII)

- ☐ Social Security Numbers (SSN)
- ☐ Driver License / State ID Numbers
- ☐ Passport Numbers & Visa Details
- ☐ Tax Identification Numbers (TIN)
- ☐ Date of Birth / Place of Birth

FINANCIAL & HEALTH INFORMATION

- ☐ Bank Account & Routing Numbers
- ☐ Credit Card / Debit Card Numbers
- ☐ Protected Health Information (PHI / Medical Records)
- ☐ Insurance Policy Numbers
- ☐ Income or Salary Details

CONTACT & DIGITAL SECURITY

- ☐ Home Addresses & Personal Phone Numbers
- ☐ Personal Email Addresses
- ☐ Passwords, PINs, & Security Questions
- ☐ IP Addresses & Biometric Data
- ☐ Handwritten Signatures

CRITICAL WARNING

Drawing black rectangles over text using a standard PDF editor is NOT secure. Opposing counsel, hackers, or anyone with basic software can easily copy-paste the hidden text underneath. Always use a dedicated redaction tool to permanently purge the text and metadata.