

# Claims Checklist

## For all claims:

- Are my forms completed in their entirety?
- Did I print 2 copies? One to submit and one for my records
- Did I sign my Sworn Statement?

## For THEFT claims:

- Have I included proper proof of ownership for items that I am claiming that are worth over \$100.00?  
\*Only receipts are accepted for electronic items. Pictures, box clippings, etc. are acceptable for non-electronics only
- Have I included a copy of my police report?  
Or have I listed the department & case information?

## For DAMAGE claims:

- Have I included an estimate of repair stating either cost of repair or declaration of irreparability?
- Did I include my small, irreparable item?  
\*iPods, point-and-shoot digital cameras, cell phones are typically not repairable, so we ask that you send them to us to prove damage

## Submission:

- Did I submit my forms by either mail, fax, **or** email? **\*Please submit only once**  
Date of Submission: \_\_\_\_\_ Date of Confirmation: \_\_\_\_\_

Please retain for your records

