

For all claims:

- Did I include a copy of my Driver's License?
 - Did I print 2 copies? (One to submit and one for my records)
 - Did I sign my claim documents?
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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.
 - Have I included a copy of my police report?
Or have I listed the department and case information?
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For DAMAGE claims:

- Submit claim forms for review and your adjustor will quickly advise you of how to proceed. **Do NOT dispose of any damaged devices.**
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Submission:

- Did I submit my forms by either mail, fax, **or** email? ***Please submit only once.**

Date of Submission: _____

Date of Confirmation: _____