



INTERNATIONAL TERRORISM VICTIM EXPENSE REIMBURSEMENT PROGRAM

ITVERP APPLICATION CHECKLIST

For every application submitted to ITVERP requesting reimbursement of expenses linked to a designated international terrorist incident, supporting documentation must be provided. This checklist is intended to provide you with information about various acceptable forms of documentation related to your claim.

Required Proof of Identification

1. Did you include a copy of the victim's identification such as a passport, driver's license, birth certificate? *(Must be a valid government issued photo I.D.)*
2. Did you include a copy of the claimant's identification such as a passport, driver's license, birth certificate? *(Must be a valid government issued photo I.D.)*
3. If you are not the direct victim, but are applying based on your relationship to the victim, did you include proof of the relationship between you and the victim, such as a birth certificate or marriage certificate?

Required Expense Documentation

1. Did you include copies of receipts for each expense?
2. If you don't have receipts, did you explain why?
3. If you don't have receipts did you include a detailed itemized statement describing each expense and how it is linked to the terrorist incident?
4. Did you sign and date the itemized statement?
5. Do you have any other types of documentation for the expenses such as credit card or bank statements, statements from medical or mental health providers? Insurance reports? If so, make sure to include them and a statement that links the expenses to the terrorist incident.

Required Collateral Source Documentation

1. Did you include copies of insurance (medical, property, homeowners, disability, etc.) coverage for each expense?
2. Did you include copies of any other types of support available to you at the time of the incident such as Workers Compensation benefits, Medicare or Medicaid, Social Security or other victim assistance/emergency assistance programs that would have covered some of your expenses?

Required Signatures and Banking Information

1. Did you sign Section L of the application and the HIPAA release form?
2. If you are requesting reimbursement for property loss, did you sign Section H of the application?
3. Did you include your current banking information on the ACH form?

