

INTERNATIONAL TERRORISM VICTIM EXPENSE REIMBURSEMENT PROGRAM Application Checklist

This checklist is provided to help you gather all the necessary materials for an ITVERP application. Depending upon your circumstance, not all of the items listed may apply to you. Keep in mind that all submitted documents must be **certified copies**, and all documents may be subject to verification by the Office for Victims of Crime (OVC) prior to acceptance. Temporary documents, original documents, and uncertified photocopies of documents will not be accepted. Keep in mind that OVC may require additional documents and may contact you regarding your application. Please submit this completed checklist along with your application.

<input type="checkbox"/> Yes	Is your application fully completed and legible?		
<input type="checkbox"/> Yes	Did you remember to sign your application (original signature) and date it?		
<input type="checkbox"/> Yes	Did you include original receipts OR , if original receipts are not available, did you provide an itemized list of expenses certifying and attesting that original receipts are unavailable and that the items and amounts listed are true and correct to the best of your knowledge?		
<input type="checkbox"/> Yes	<p>Did you include proof of the victim's identity, which shows the victim's full legal name and date of birth? Keep in mind that nicknames will not be accepted. Two documents must be submitted for proof of victim identity, one of which should be a document from the <u>primary</u> list of documents below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Passport (Unexpired) </td> <td style="width: 50%; vertical-align: top;"> <p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security Card <input type="checkbox"/> U.S. Military Identification Card <input type="checkbox"/> Government-Issued Driver's License <input type="checkbox"/> Government-Issued Photo Identification Card <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status </td> </tr> </table>	<p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Passport (Unexpired) 	<p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security Card <input type="checkbox"/> U.S. Military Identification Card <input type="checkbox"/> Government-Issued Driver's License <input type="checkbox"/> Government-Issued Photo Identification Card <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status
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<input type="checkbox"/> Yes	<p>Did you include proof of the victim's citizenship status, which shows the victim's full legal name and date of birth? Keep in mind that nicknames will not be accepted. Two documents must be submitted for proof of victim citizenship status, one of which should be a document from the <u>primary</u> list of documents below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Passport (Unexpired) </td> <td style="width: 50%; vertical-align: top;"> <p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security Card <input type="checkbox"/> U.S. Military Identification Card <input type="checkbox"/> Government-Issued Driver's License <input type="checkbox"/> Government-Issued Photo Identification Card <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status </td> </tr> </table>	<p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Passport (Unexpired) 	<p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security Card <input type="checkbox"/> U.S. Military Identification Card <input type="checkbox"/> Government-Issued Driver's License <input type="checkbox"/> Government-Issued Photo Identification Card <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status
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<input type="checkbox"/> Yes	<p>Did you include proof of the victim's employment status, which shows the victim's full legal name? Keep in mind that nicknames will not be accepted. Two documents must be submitted for proof of victim employment status, one of which should be a document from the <u>primary</u> list of documents below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment Agreement <input type="checkbox"/> Employment Authorization Card <input type="checkbox"/> Employment Identification Card (Unexpired) <input type="checkbox"/> Embassy Identification Card (Unexpired) <input type="checkbox"/> Pay Stubs <input type="checkbox"/> U.S. Military Papers (Current) </td> <td style="width: 50%; vertical-align: top;"> <p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Proof of Contractor Status <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of U.S. National Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status </td> </tr> </table>	<p>Primary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment Agreement <input type="checkbox"/> Employment Authorization Card <input type="checkbox"/> Employment Identification Card (Unexpired) <input type="checkbox"/> Embassy Identification Card (Unexpired) <input type="checkbox"/> Pay Stubs <input type="checkbox"/> U.S. Military Papers (Current) 	<p>Secondary Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Proof of Contractor Status <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of U.S. National Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status
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<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Did you include proof of the claimant's or victim representative's identity, which shows the claimant's or victim representative's full legal name and date of birth? Keep in mind that nicknames will not be accepted. Two documents must be submitted for proof of claimant's or victim representative's identity, one of which should be a document from the <u>primary</u> list of documents:		

	Primary Documents: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Passport (Unexpired)	Secondary Documents: <input type="checkbox"/> Social Security Card <input type="checkbox"/> U.S. Military Identification Card <input type="checkbox"/> Government-Issued Driver's License <input type="checkbox"/> Government-Issued Photo Identification Card <input type="checkbox"/> Written Proof of U.S. Government Employee Status <input type="checkbox"/> Written Proof of U.S. Government Officer Status <input type="checkbox"/> Written Proof of Foreign Service National Status <input type="checkbox"/> Written Proof of Foreign Service Officer Status
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<p>Did you include primary proof of the claimant's or victim representative's relationship to the victim that shows <i>both</i> the claimant's or victim representative's full legal name and date of birth, as well as the victim's full legal name and date of birth? Keep in mind that nicknames will not be accepted. Two documents must be submitted for proof of the claimant's or victim representative's relationship to the victim. The claimant or victim representative must present two documents from the following list of documents:</p> <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Divorce or Annulment Papers <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Adoption Papers <input type="checkbox"/> Proof of Dependency (e.g., court guardianship papers) <input type="checkbox"/> Public Record (e.g., legal documents, newspaper article, etc.) establishing relationship <input type="checkbox"/> Sworn Statement (in writing with signature and date) attesting to relationship (e.g., siblings)	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<p>If victim is deceased or incapacitated, did you remember to include the following documents for reimbursement on behalf of the victim:</p> <input type="checkbox"/> Official Insurance Reports for Victim <input type="checkbox"/> Medical Reports/Costs for Victim <input type="checkbox"/> Mental Health Reports/Costs for Victim <input type="checkbox"/> Rehabilitation Reports/Costs for Victim <input type="checkbox"/> Dental Reports/Costs for Victim <input type="checkbox"/> Property Loss, Repair, or Replacement for Victim <input type="checkbox"/> Death Certificate of Victim <input type="checkbox"/> Funeral or Burial Cost Receipts for Victim	
<input type="checkbox"/> Yes	<p>Did you remember to complete and include the Automated Clearing House (ACH) Form allowing OVC to make payments electronically into your account?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<p>Did you remember to submit the following documents that may apply to the victim?</p> <input type="checkbox"/> Medical/Mental Health Reports <input type="checkbox"/> Official Insurance Reports <input type="checkbox"/> Death Certificate	
<input type="checkbox"/> Yes	<p>If available, and as applicable to you as a claimant, please submit the following documents, if possible, which could be helpful to the ITVERP case managers and may help expedite the application for expense reimbursement. These documents are helpful in that they provide additional proof that the victim was present during an Act of International Terrorism:</p> <input type="checkbox"/> Law Enforcement Incident Report (law enforcement documentation about the act) <input type="checkbox"/> Official Government Documentation of Victimization (documentation from an official government source such as the Federal Bureau of Investigation, the Department of State, an embassy report)	

If you have any questions, please contact:

Office for Victims of Crime
ITVERP Resource Center
810 Seventh Street NW.
Washington, DC 20531
1-800-363-0441
ITVERP@usdoj.gov