

# PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM

## Checklist for Public Safety Agencies Filing a PSOB Death Claim

*Assisting America's Public Safety Community Since 1976*



Bureau of Justice Assistance  
[www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA)

The PSOB Office extends its condolences to you on the loss of your colleague. The following checklist is provided to simplify the PSOB filing process for you and the fallen officer's survivors. Please contact the PSOB Office toll free at 888-744-6513 for assistance with any part of the PSOB claim.

## Step 1

**Collect the following information regarding the officer's line-of-duty death from your agency records.**

- PSOB Report of Public Safety Officer's Death* form completed and signed by the head of the public safety agency.
- Detailed Statement of Circumstances from the initiation of the incident to the pronouncement of the officer's death.
- Investigation, Incident, and/or Accident Reports.
- Death Certificate.
- Autopsy Report, or a statement signed by the head of the public safety agency or the medical examiner explaining that no autopsy was performed.
- Toxicology Report, or a statement signed by the head of the public safety agency or the medical examiner explaining that no analysis was performed.
- For documentation needed for heart attacks and strokes, please refer to the Hometown Heroes Checklist, available at [www.ojp.usdoj.gov/BJA/grant/psob/psob\\_main.html](http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html).

## Step 2

### Collect the following information regarding the officer's surviving family/beneficiaries.

- PSOB Claim for Death Benefits* form completed and signed by the survivor/claimant.
- Officer's current Marriage Certificate, *if applicable*.
- Divorce Decrees for all the officer's and current spouse's previous marriages, including references to physical custody of any children, *if applicable*.
- Death Certificates for all the officer's and current spouse's previous marriages, if any of the marriages ended in death, *if applicable*.
- Birth Certificates for all the officer's surviving children and step-children, regardless of age or dependency, identifying the children's parents, *if applicable*.
  - For each *child* who was between the ages of 19 and 22 and a full-time student at the time of the officer's death, a copy of the child's transcript and a statement from the school confirming the child's status as a full-time student when the officer passed away.
  - For each *child* who was between the ages of 19 and 22 and not a full-time student at the time of the officer's death, a statement from the child that he/she was capable of self-support.
  - For each *step-child* who, at the time of the officer's death, was either under the age of 19 or between the ages of 19 and 22 and a full-time student:
    - A statement from the child's parent stating that, at the time of the officer's death, the child's principal place of residence was the home of the officer **OR** a statement that the child did not live at the officer's home but was dependent on the income of the officer for more than one-third of the child's support **OR** affidavits from two non-family members explaining how the officer accepted the child as his/her own. *If one of these conditions applies to a step-child who was between the ages of 19 and 22 at the time of the officer's death, a copy of the child's transcript and a statement from the school confirming the child's status as a full-time student when the officer passed away.*
    - For each *step-child* who was between the ages of 19 and 22 and not a full-time student at the time of the officer's death, a statement from the child that he/she was capable of self-support.

## Step 3

**Mail or fax the above information to the PSOB Office, keeping a complete copy for your records.**

Public Safety Officers' Benefits Program  
Bureau of Justice Assistance  
810 Seventh Street NW.  
Washington, DC 20531  
Fax: 202-616-0314

*Because no two PSOB cases are alike, additional information may be requested by the PSOB Office to help clarify or establish the eligibility of claims and beneficiaries according to the PSOB Act and its regulations.*



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