

CONTENT LIST FOR FILING YOUR CLAIM WITH THE MILITARY CLAIMS OFFICE FOR LOSS OR DAMAGE TO HOUSEHOLD GOODS

The following information and documentation is required by the Military Claims Office when filing your claim. If you choose not to file your claim in DPS you must include a signed Waiver of Full Replacement Value (FRV) Form with your claim. This form can be printed on our website. Make a copy of your claim including all documents for your own records. Initial each line to verify the items you have included with your claim. **YOUR CLAIM MUST BE RECEIVED BY THIS OFFICE WITHIN TWO YEARS FROM THE DATE OF DELIVERY. THIS REQUIREMENT IS STATUTORY AND CANNOT BE WAIVED.** The DD Form 1840/1840R, Form 1850/1851, or Notice of Loss or Damage Form you submitted within (75 Days) is NOT your claim; it is Notification of Loss or Damage to the Transportation Service Provider (TSP)/Carrier.

1. _____ the Checklist
2. _____ DD Form 1842 (Complete sections 1 through 18).
3. _____ if you had Private insurance and submitted a claim w/company first.
4. _____ Valid Power of Attorney (if you are not the military member) if applicable.
5. _____ DD Form 1844 (Complete sections 1 through 13)
6. _____ Replacement costs for each item (Items with a replacement cost of \$100 or more can be provided from Internet, Catalogs etc).
7. _____ Repair Estimates for items you are claiming \$100.00 or more in value. Privately Owned Vehicle (POV) claims require TWO Estimates of Repair.
8. _____ Electronic items with Internal Damage (only) — must have repair forms completed by a person in the business of repairing such items. (Print Electronic Form provided)
9. _____ I have provided a separate list of the individual missing CD's/DVD's.
10. _____ Re-upholstery – estimate if over \$100, estimate must break down by material and labor costs.
11. _____ Label the supporting documentation such as (Estimates of Repair, Pictures, Replacement Cost, Proof of Value) you are providing with the relevant Line item number for each item claimed on the DD Form 1844.
12. _____ Pictures of visible damage for the items claimed
13. _____ DD Form 1840/1840R, 1850/1851 or Notice of Loss or Damage Form
14. _____ All inventory sheets (originals) received from the carrier (if possible provide the copy received at delivery).
15. _____ Copy of the Government Bill of Lading (GBL)
16. _____ Copy of Travel Orders and Amendments related to the HHG shipment
17. _____ Copy of signed Waiver of Full Replacement Value (FRV) if applicable

I understand that if any of the required information is missing, my claim will be delayed until I provide all required documents to the Military Claims Office. I understand that I cannot dispose of any damaged or destroyed items with the exception of (broken glass or hazardous items) until I contact the Military Claims Office and confirm the items do not need to be held for salvage by the TSP/Carrier. **Do Not** dispose of figurines, antiques, or crystal with a value in excess of \$50.00.

CLAIMANT

DATE