



Information and Instructions: Claims filed on behalf of Deceased Individuals

If you are completing this registration on behalf of an individual who was diagnosed with an eligible 9/11-related condition and has since passed away, regardless of the cause of his or her death, you should answer “Yes” to the Registration question “Is the claimant deceased?”. You will not be able to change your answer to this question once you submit your Registration.

If you are completing this registration for an individual who previously submitted a VCF Personal Injury claim, please click [here](#) for important instructions.

Next Steps

On December 18, 2015, President Obama signed into law a bill reauthorizing the James Zadroga 9/11 Health and Compensation Act of 2010. This includes the reauthorization of the VCF. The new law requires the VCF to make important changes to the policies and procedures for evaluating claims and dictates that any **new claims cannot be filed until the updated regulations have been published by the Special Master**. Please see the www.vcf.gov website for important information about the reauthorization and the expected timeline for submitting a new claim.

Once you have submitted a registration for the decedent, you should begin collecting the information that will eventually be needed to file a claim on the decedent’s behalf. This will allow you to submit your claim more quickly once the new claim forms become available. The items listed below are ones that often take longer to collect and we suggest you begin compiling them now. Please do not send these items to the VCF until the new claim forms are available and you are ready to submit your claim.

- 1. Proof of Appointment as Personal Representative.** The Personal Representative is the only individual authorized to submit a claim on behalf of a deceased individual. The VCF requires the Personal Representative to submit by mail **an original or a certified copy** of the Court Order, Letters of Administration, or Testamentary Letters showing the appointment of the Personal Representative of the decedent or the executor or administrator of the decedent’s will or estate, and a copy of the decedent’s will if one exists. If the Letters of Administration contain any limitations, click [here](#) for additional instructions. If more than one individual is listed as the Personal Representative on the Court Order, Letters of Administration, or Testamentary Letters, please call the VCF Helpline for additional instructions.
- 2. Original Exhibit A - Authorization for Release of Medical Records.** The Personal Representative must initial, sign, date, complete all sections, and **mail the original** Exhibit A to the VCF. Exhibit A is available on the VCF website.
- 3. Original or a Certified Copy of Death Certificate listing cause of death.** The VCF needs to know the claimant’s cause of death in order to know if it was due to an eligible condition. If the death certificate does not explain the cause of death, you should submit information (medical records or a statement from the treating physician) that explains the cause of death.
- 4. Exhibit F - List of Individuals Notified of Claim Filing.** The Personal Representative must sign, date, complete **all** relationship to decedent sections (spouse, mother, father, children, siblings, etc.), and upload or mail Exhibit F. If any of the sections do not apply, you must provide a signed statement explaining why those section(s) were not completed.