



### Information and Instructions:

#### Steps to take if a claimant dies after filing a personal injury claim

If a claimant who has filed a personal injury claim dies, the VCF will stop processing the claim and/or payment of that claim until a Personal Representative of the deceased claimant is appointed. This protects the decedent's personal information and ensures details about the claim are shared only with those who are authorized to access the information.

*This document outlines the steps you must take to allow the VCF to continue processing a claim for the decedent. **Please note the steps differ depending on whether or not the decedent died of a 9/11-related eligible condition. Please be sure to follow the instructions applicable to your claim.***

#### Personal injury claimant who has died of causes unrelated to an eligible 9/11-related Condition

- Step 1. Identify the authorized Personal Representative:** The Personal Representative is the only individual authorized to submit a claim or receive payment on behalf of a deceased individual. This is normally the individual who is appointed by a court of competent jurisdiction, such as a state surrogate or probate court, as one of the following: (1) the Personal Representative of the decedent's will or estate; (2) the Executor of the Decedent's will; or (3) the Administrator of the Decedent's estate.
- Step 2. Amend the original claim to add information about the Personal Representative and submit the required documents:** The Personal Representative will need to amend the original personal injury claim to identify him/herself as the Personal Representative. ***You should only amend the PI claim if the victim did not die as a result of an eligible 9/11-related condition. If the cause of death was 9/11-related, follow the instructions on page 2.*** Please visit the VCF website for detailed instructions on [how to amend the claim](#), including a list of the documents you must submit to demonstrate appointment as the Personal Representative. You do not need access to the online claim in order to submit the amendment, the supporting documents, or the additional information listed in the steps below.
- Step 3. Complete and submit required Exhibits and Claim Form Signature Page:** The Personal Representative must also complete and submit a new Claim Form Signature Page and applicable exhibits. If the claim was submitted prior to July 2016, you will also need to submit an Exhibit F. If the Personal Representative is represented by an attorney, the attorney may need to submit an Exhibit C for the law firm if one is not already on file with the VCF.
- Step 4. The VCF will contact you:** We will review the information submitted by the Personal Representative and send you a letter confirming that the Personal Representative is authorized to represent the decedent for the VCF claim. The VCF will contact you to request any missing information, and notify you of the decision on the claim.
- Step 5. Complete and submit the Compensation portion of the Claim Form (if applicable):**
  - **If the decedent did not already submit the Compensation portion of the Claim Form and required supporting documents**, the Personal Representative should complete and submit the form.
  - **If the form has been submitted but a decision not yet rendered**, the VCF will contact the Personal Representative to request any missing information and will notify you once a decision is rendered.

#### Need Help?

- Need online access to the personal injury claim or prefer to file your claim in hard copy? Call our Helpline at **1-855-885-1555**
- Visit **www.vcf.gov** for forms, instructions, Frequently Asked Questions, and other resources



- **If the VCF has already rendered a compensation decision on the claim**, you do not need to submit any additional information specific to the Compensation portion of the Claim Form.

**Step 6. Submit payment information for the Personal Representative:** The Personal Representative should submit payment information so the VCF can process any future payments. This may be a VCF ACH Payment Information Form or an authorization to pay a law firm account if the Personal Representative has such an agreement. If payment has already been made on the claim, the VCF will add the Personal Representative information and associated payment instructions to the claim for any future payments.

**Personal injury claimant who has died of causes related to an eligible 9/11-related Condition**

**Step 1. Identify the authorized Personal Representative:** The Personal Representative is the only individual authorized to submit a claim or receive payment on behalf of a deceased individual. This is normally the individual who is appointed by a court of competent jurisdiction, such as a state surrogate or probate court, as one of the following: (1) the Personal Representative of the decedent's will or estate; (2) the Executor of the decedent's will; or (3) the Administrator of the decedent's estate.

**Step 2. Complete and submit a new Claim Form:** The Personal Representative will need to complete and submit a new claim by beginning a new registration under a new VCF number, and then completing all of the information in the eligibility and compensation portions of the claim. ***You should only register a new deceased claim if the victim died as a result of an eligible 9/11-related condition. If the cause of death was not 9/11-related, follow the instructions on page 1.*** Please visit the VCF website "How to File a Claim" page for more information. *You must submit a new Claim Form even if a compensation decision was rendered on the original claim.* There are certain sections of the form that are specific to claims for deceased individuals and we must have this information in order to calculate or re-evaluate the amount of the award. Once you have submitted the Claim Form, the VCF will review your claim and will contact you if any additional information is needed in order to render a decision.

**Step 3. Submit the required supporting documents that are applicable to your claim.** Review the Document Checklist to identify the specific documents you will need to submit in order for the VCF to process your claim. ***You do not need to resubmit any documents that were already submitted with the original Personal Injury claim as the VCF will be able to copy those documents to the new claim.***

**Step 4. Submit payment information for the Personal Representative:** The Personal Representative should submit payment information so the VCF can process any future payments. This may be a VCF ACH Payment Information Form or an authorization to pay a law firm account if the Personal Representative has such an agreement. If payment has already been made on the claim, the VCF will add the Personal Representative information and associated payment instructions to the claim for any future payments.

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