



**Claimant Instructions:**

Please fill in the victim's name and VCF claim number on page 1 of the Witness Presence Statement and provide these instructions and the Witness Presence Statement to the individual who is providing information as your witness. Your witness can send the form directly back to the VCF, or you can upload it to your claim or return it to the address noted below. Be sure to keep a copy of the completed form for your records.

Your witness may not use this form to give answers in a language other than English. If your witness needs to answer the questions in a language other than English, you may give them a written translation of the questions in their preferred language, and they may write their answers in that language. If you give your witness a written translation of the questions, we need all of the following: (1) the written translation of the questions, with the witness's answers; (2) a certified English translation of the questions and answers; and (3) a certification signed by the translator that includes: (a) a statement that the translator is competent to translate the document, and that the translation is true and accurate to the best of the translator's abilities; and (b) the translator's address and phone number.

**Witness Instructions:**

**Why have I received this form?**

You are being asked to be a witness for the individual whose name is listed at the top of the attached Witness Presence Statement. This individual has filed a claim with the September 11th Victim Compensation Fund (VCF). As part of the individual's claim, he or she the individual needs to prove that he or she was present in an area affected by the 9/11 attacks at some point between September 11, 2001, and May 30, 2002. The information you provide on the form may help prove that the individual was present at one of the areas affected by the 9/11 attacks.

Please be as detailed as possible about specific locations and activities. The areas affected by the 9/11 attacks are: (1) the site where the World Trade Center once stood and the surrounding area - see page 2 of these instructions for a map of the surrounding area; (2) routes through New York City that were used to remove debris from the World Trade Center site as well as the Fresh Kills Landfill in Staten Island; (3) the Pentagon crash site; and (4) the Shanksville, Pennsylvania crash site.

Submitting vague answers such as, "I saw her there," or "He told me he was there," or referring to generic date ranges, may cause a delay in processing the claim, or the claim may be denied.

**Where do I send my completed form?**

Return the completed form to the individual who gave it to you, or mail it directly to the VCF at the address below. Because this form is a legal document, you should keep a copy of the completed form for your own records.

September 11th Victim Compensation Fund  
P.O. Box 34500  
Washington, D.C. 20043

**What will happen after I fill out this form?**

A representative from the VCF may call you for more information regarding your answers. In most cases, the call will only take a few minutes. If you do not receive a call, you do not need to take any further action.



**Who do I call if I have questions while completing this form?**

If you have questions about how to complete this form, or you don't understand one of the questions, please call us:

**Helpline 1-855-885-1555**

**Hearing-impaired 1-855-885-1558 (TDD)**

**Outside the US 1-202-514-1100**

**Information about the Geographic Area in New York City Covered by the VCF**

The VCF covers two areas of New York City:

- (1) The area shown in the map below. This is the part of Manhattan that is south of the line that runs along Canal Street from the Hudson River to the intersection of Canal Street and East Broadway, north on East Broadway to Clinton Street, and east on Clinton Street to the East River
- (2) Any area related to or along the routes that were used to remove debris from the World Trade Center site. Examples include the Fresh Kills landfill in Staten Island, and the barges that were used to move debris from the site to the landfill.





Before completing this form, please carefully review the instructions. The instructions can be found under “Forms and Resources” on the [www.vcf.gov](http://www.vcf.gov) website.

**Victim’s Full Legal Name:**

First Name Middle Name Last Name

**VCF Number:** VCF (Input the 7 numbers after VCF)

*Throughout the form, the word “victim” will always refer to the person listed above.*

**Your Full Legal Name:**

First Name Middle Name Last Name

**Your Daytime Phone Number:**

United States Phone Number + International Phone Number International City, Country

Include area code and country code if applicable.

**Your VCF Number:** VCF (Input the 7 numbers after VCF)

If you have VCF claim, please put your claim number here.

**Your Relationship with the Victim**

**1. How do you know the victim?**

**2. How long have you known the victim?**

**The Victim’s Presence in a 9/11 Area**

**3. Between September 11, 2001, and May 30, 2002, where was the victim present?**

Select all that apply:

**At the site where the World Trade Center once stood and the surrounding area** (see page 2 of the Instructions for a definition of the surrounding area and a map);

**On routes through New York City that were used to remove debris from the World Trade Center site or the Fresh Kills Landfill in Staten Island;**

**The Pentagon crash site; or**

**The Shanksville, Pennsylvania crash site.**



**4. How do you know that the victim was present at the site(s) you checked above?**

**I saw him or her there (eyewitness); or**

**I know that he or she was there but did not see him or her there (not an eyewitness).**

**5. What was the victim doing in the area?** For example, did he or she participate in the rescue, recovery, or clean-up efforts? If so, what activities did they perform? Was the victim's office located there? Did he or she live or go to school in the area? Be specific and include as many details as possible in describing the victim's activities in the area. If the victim was in more than one area, please describe the victim's activities in each area separately.

**6. At what specific address was the victim present?** If you don't know the exact address, what were the cross streets or the closest landmark? If the victim was at more than one address, please list all of the addresses, cross streets, or landmarks where the victim was present. If you write that the victim was at "Ground Zero," please be as specific as possible about the exact location. The location "Ground Zero" has different meanings to different people, so we need more specific information about the victim's location.

**7. On what specific dates was the victim present in the area?** If the victim was there more than once, list all the dates you can personally remember when he or she was there. If you don't remember the exact dates, try to remember the months or the seasons. If the victim was at more than one site, please list the dates for each site separately.



8. **Do you have any documents or other evidence that support your statements above? Do you have documents that show that the victim was in the area? Are you aware of documents that might exist that support your statements? If so, please describe them.** If you have such documents, you may submit them with this form. If you are aware of documents, please provide as much information as possible about where such documents might be found (including contact names, addresses, and/or telephone numbers).
9. **Answer this question only if you personally saw the victim in the area (eyewitness). If you were not an eyewitness, please go to question 10:** Please describe what you were doing there and what brought you in contact with the victim. For example, were you working with the victim in the area? Did you live with the victim in the area? Did you drop the victim off in the area? Be specific and include as many details as possible, including sights, sounds, and smells. If you have documents that support your statements about what you were doing in the area, please attach them or provide information about where such documents might be located.
10. **Answer this question only if you did not personally see the victim in the area, but know that the victim was there (not an eyewitness):** How do you know that the victim was in the area? Did the victim tell you s/he was in the area, or did someone else tell you the victim was in the area? When did they tell you? Please describe.



**11. Is there any other information you think the VCF should know about where the victim was located, or when and why he or she was there?** If so, please include the details below and explain how you know the information.

**If someone helped you fill out this form, or filled out part of the form for you, list that person's name here:** \_\_\_\_\_.

**I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.**

*Please note – the VCF does not accept electronic signatures. If you received this form electronically, you must print the signature page and sign by hand.*

*You do not need to have this form notarized.*

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date Signed (mm/dd/yyyy)

\_\_\_\_\_  
Your Printed Full Name

*If you are including additional pages or documents with the form, please be sure to include your name and the victim's name and VCF claim number at the top of each page. Thank you for your assistance to the VCF.*