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## Filing an Accident & Sickness Claim

**When reporting a claim to the local agent,** you will be asked to provide basic information, such as:

1. A VFIS Accident/Sickness claim report form: The top section must be completed in its entirety by the injured person and signed. Please provide a clear description of the activity and circumstances surrounding the injury/illness.
2. The bottom section must be completed by a fire company official (other than the injured person), certifying the information on the report is true.

For incidents involving a fatality:

1. A VFIS Accident/Sickness claim report form should be completed by the next of kin.
2. Additional information should be provided as it becomes available, including:
  - i. VFIS Beneficiary card or a letter from an official of the insured organization stating there is no beneficiary card on file.
  - ii. Certified copy of the Death Certificate.
  - iii. If available, an autopsy report and/or hospital records.
  - iv. If available, the police report and newspaper articles.