

## For all claims:

- Did I include a copy of my Driver's License?
  - Did I print 2 copies? (One to submit and one for my records)
  - Did I sign my claim documents?
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## For THEFT claims:

- Have I included proper proof of ownership for items that I am claiming that are worth over \$100.00?  
\*Only receipts are accepted for electronic items.
  - Have I included a copy of my police report?  
Or have I listed the department and case information?
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## For DAMAGE claims:

- Submit claim forms for review and your adjustor will quickly advise you of how to proceed. **Do NOT dispose of any damaged devices.**
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## Submission:

- Did I submit my forms by either mail, fax, **or** email? **\*Please submit only once.**

Date of Submission: \_\_\_\_\_

Date of Confirmation: \_\_\_\_\_

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