



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.