

MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
Crime Victims' Compensation

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GOVERNOR

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PROGRAM MANAGER

Instructions for Completing the Crime Victims' Compensation Application

- 1) Type or print clearly in ink.
- 2) Fill out the application as completely as possible.
- 3) If a question is not applicable, answer with n/a.
- 4) If the victim is a minor or an incompetent person, the claimant must be a parent or guardian.
- 5) The application must be signed by the victim (or claimant) and their signature **must** be notarized.
- 6) Along with the application, submit a copy of the following:
 - a. Victim's birth certificate or proof of legal residency in the United States
 - b. Claimant's birth certificate, if different from victim (or proof of legal residency in the United States)
 - c. For medical or counseling claims, submit a copy of the medical or counseling bills received from the crime injuries and any paid receipts.
 - d. For funeral claims, submit a copy of the death certificate, a copy of the funeral bill and any paid receipts.
 - i. If life insurance is available, submit the policy information including the beneficiary name and mailing address.
 - e. For lost wages or support, submit a copy of the last three paycheck stubs prior to the crime incident.
 - i. If the victim is (was) self-employed, send a copy of the two federal tax returns prior to the crime.
- 7) If health insurance is available, all medical or counseling bills must be submitted to the health insurance carrier first.
- 8) A completed, signed and notarized application must be received by the Crime Victims' Compensation office within two (2) years of the crime incident.
- 9) Once the application is received and reviewed, other information or documentation may be required. A letter informing you of the additional requirement will be mailed to you.
- 10) If the additional information is not submitted in a timely manner, the claim may be denied.
- 11) If you move, please send your new address with your signature. If the Crime Victim's Compensation office is unable to locate you by mail, your claim may be denied.