

FEDERAL TORT CLAIMS ACT (FTCA) PROCESSING CHECKLIST

Federal Tort Claims Act (FTCA) claims should be supported by documentation of all relevant facts and circumstances relating to the loss or injury that occurred and the damage that resulted. The following checklist will help you to prepare and submit an FTCA claim.

The FTCA is a federal law that allows private citizens to file claims against the United States Government for loss of or damage to property, or for personal injury resulting from the of negligence of U.S. Government employees.

1. _____ Standard Form 95; Claim for Damage, Injury or Death; specify, in dollars, the amount claimed.
2. _____ Medical documentation detailing all treatment, for example, lab reports, radiology, prescribed medication, follow-up procedures.
3. _____ Police reports or accident reports detailing how damage or injury was incurred.
4. _____ Photographic documentation of what happened, where and how.
5. _____ Eye-witness statements detailing the incident; include only first-hand knowledge of the event and avoid any second-hand information.
6. _____ Three (3) damage repair estimates for any motor vehicle (s) involved. The estimates should exclude pre-existing damage.
7. _____ Please ensure that the SF 95 is filled out completely and signed by the individual or representative submitting the claim.

Send all documentation by mail to: US Army Corps of Engineers, Vicksburg District
ATTN: Office of Counsel
4155 Clay Street, Rm 240
Vicksburg, Mississippi 39183

By Facsimile to: (601) 631-5073

By electronic mail to: cemvk-oc@usace.army.mil