

PUBLIC SAFETY OFFICERS' BENEFITS DISABILITY BENEFITS PROGRAM



Required Documents

FILING A PSOB DISABILITY CLAIM

U.S. Department of Justice



IMPORTANT: In general, Public Safety Officers' Benefits (PSOB) claims must be filed within 3 years of the public safety officer's disability. To discuss claims that fall outside of this filing period, please call the PSOB Office directly at 1-888-744-6513.

— STEP 1 —

Collect the following required documents regarding the officer's line-of-duty injury.

- Report of Public Safety Officer's Permanent and Total Disability Claim Form:** This form must be completed and signed by the disabled officer (or representative) and the head of the former employing agency or designee.
- Benefits Provider Information:** A letter from the agency's benefits provider stating the disabled officer has applied for or is receiving the maximum allowable disability compensation for public safety officers in the agency. For purposes of the PSOB Disability Program, Social Security does not qualify as a benefits provider, even though the officer may be receiving these funds.
- Circumstances of Injuries:** A statement signed by the head of the former employing agency, on agency letterhead, that includes the officer's name and title, when and where the incidents occurred, what initiated them, the nature of the injuries, and the date on which the officer was medically retired from the agency.
- Agency Investigation (Accident/Collision/Reconstructive) Reports:** These reports should contain information relevant to each incident and injury that contributed to the officer's disability. If unavailable, a statement to that effect must be signed and submitted by the head of the former employing agency or designee.
- Toxicology Report:** If available, this report must be signed by the official who performed the toxicology analysis. If a toxicology analysis is not available, a statement to that effect must be signed and submitted by the head of the former employing agency or designee.
- Tax Returns: State, local, and federal** tax return filed by or on behalf of the public safety officer from the year before the injury to the current year.
- Medical Documentation:** Medical documentation must include admission and discharge summaries from medical facilities, as well as a final medical diagnosis for each injury.
- Claimant Statement:** A statement signed by the disabled officer or representative that addresses the following questions:
 1. What is the highest educational level the disabled officer achieved? Has the disabled officer completed any special training or courses, including military training?
 2. Has the disabled officer received any formal vocational or functional capacity evaluation or vocational rehabilitative treatment? If so, provide a copy of the report.
 3. Has the disabled officer worked at any job following the injuries? If so, where?

— STEP 2 —

Submit the above information to the PSOB Office, keeping a complete copy for your records.

- File online at** <https://www.psob.gov/default.aspx>.
- E-mail:** AskPSOB@usdoj.gov

Because every PSOB case is unique, additional information may be requested by the PSOB Office to clarify or establish the eligibility of claims and beneficiaries according to the PSOB Act and its regulations.

While the PSOB Office hopes that no agency or family ever requires our services, we stand ready to assist you throughout the claim process. Do not hesitate to contact the PSOB Office toll free at 1-888-744-6513 for assistance with any part of the PSOB claim.



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