

Information Regarding Death Benefits

There is a five (5) year statute of limitation on this type of claim. This office will review the claim to determine whether or not it falls within the statute of limitation once the claim is submitted.

Please note that you must write a FULL narrative in the "Explanation" section of your Complaint Form or include a typed narrative and attach it with your claim. Make sure the Complaint Form is signed and notarized.

The following documents are **required** (*in addition to the enclosed Complaint Form*) when submitting this type of claim:

- 1) Original or certified copy of birth certificate of decedent
- 2) Original death certificate
- 3) Original or certified copy of birth certificate(s) of surviving children under age twenty three (23)
- 4) Original or certified copy of marriage license (or divorce decrees if applicable)
- 5) Employment affidavits or verification of volunteer status that note the following:
 - This document must be an original document and on the employer's official letterhead.*
 - Beginning date of employment and last date of employment
 - A statement that the death occurred in the official line of duty
- 6) Police investigative reports concerning the incident(s) surrounding the death

If all documentation requested exceeds six (6) pages, four (4) copies (sets) of the claim must be sent to this office in addition to the original set of documents. Failure to comply with this will result in the claim being sent back to the Claimant.

In a case where minor children (under 18 years) are involved, court-approved guardianship(s) must be established before the child(ren)'s benefit(s) can be paid. Guardianship should be established prior to the scheduled hearing date before the Claims Commission with certified copies of the guardianship filed with the Claims Commission office.

Also, in accordance with Arkansas Statute 6-82-503, the surviving children (under the age of 23) and spouse (if any) **may** be entitled to a college scholarship award to any "state-supported higher educational institution within this state."

Please note that each claim is unique and that additional documentation may be required before the claim can be set up. Should additional documentation be needed, the Claims Commission will contact the Claimant notifying him or her of what is needed.