

**CHECK LIST OF INFORMATION REQUIRED WHEN FILING YOUR CLAIM
WITH THE MILITARY CLAIMS OFFICE FOR LOSS OR DAMAGE TO
HOUSEHOLD GOODS (PLEASE INCLUDE WITH YOUR CLAIM PACKAGE)**

The following information and documentation is required by the Military Claims Office when filing your claim. If you choose not to file your claim in DPS you must include a signed Waiver of Full Replacement Value (FRV) Form with your claim. This form can be printed on our website. Make a copy of your claim including all documents for your own records. Initial each line to verify the items you have included with your claim. **YOUR CLAIM MUST BE RECEIVED BY THIS OFFICE WITHIN TWO YEARS FROM THE DATE OF DELIVERY. THIS REQUIREMENT IS STATUTORY AND CANNOT BE WAIVED.** The DD Form 1840/1840R, Form 1850/1851, or Notice of Loss or Damage Form you submitted within (75 Days) is NOT your claim; it is Notification of Loss or Damage to the Transportation Service Provider (TSP)/Carrier.

1. _____ the Checklist
2. _____ DD Form 1842 (Complete sections 1 through 18).
4. _____ Valid Power of Attorney (if you are not the military member) **if** applicable.
5. _____ DD Form 1844 (Complete blocks 1 through 13, omit block 12)
6. _____ Replacement costs for each item (Items with a replacement cost of \$100 or more can be provided from Internet, Catalogs etc.).
7. _____ Privately Owned Vehicle (POV) claims require ONE Estimate of Repair.
8. _____ Label the supporting documentation such as (Pictures,
9. _____ Replacement Cost, Proof of Value) you are providing with the relevant line item number for each item claimed on the DD Form 1844.
10. _____ 1 **clear** full view picture of claimed item and 1 **clear** picture of the visible damage to the claimed item.
11. _____ DD Form 1840/1840R, 1850/1851 or Notice of Loss or Damage Form
12. _____ All inventory sheets (originals) received from the carrier (if possible provide the copy received at delivery).
13. _____ Copy of Travel Orders and Amendments related to the HHG shipment

I understand that if any of the required information is missing, my claim will be delayed until I provide all required documents to the Military Claims Office. I understand that I cannot dispose of any damaged or destroyed items with the exception of (broken glass or hazardous items) until I contact the Military Claims Office and confirm the items do not need to be held for salvage by the TSP/Carrier. **Do Not** dispose of figurines, antiques, or crystal with a value in excess of \$50.00.

CLAIMANT

DATE