

CLAIM FOR DEATH BENEFITS INSTRUCTIONS

Parts 1 and 2 may be completed by a claimant, a political subdivision, a commonwealth agency, or a local government. If additional space is needed, a separate sheet of paper may be attached.

Part 3 must be completed by the claimant or legal representative and must be notarized.

Obtain the following documents:

1. Certified copy of the death certificate.
2. If payment is to be made to a spouse, a certified copy of the public record of marriage or other evidence as required by the Administrative Code, Title IV, Part III, 89.6(b).
3. If payment is to be made to or on behalf of minor children, certified copies of the birth certificate(s) or other evidence as required by the Administrative Code, Title IV, Part III, 89.6(c). If children are under 18 years of age, guardianship papers or a court order to make payment must also be obtained.
4. If payment is to be made to parents, a certified copy of the deceased's birth certificate that identifies the parents or a certified copy of an adoption decree in which the claimant(s) is named as a parent(s).

Submit Claim for Death Benefits with required documents to:

Department of General Services
Bureau of Risk and Insurance Management
401 North Street, Rm. 406 NOB
Harrisburg, PA 17120