

**Processing an Act 101 &/or Act 51 Claim**

This check off sheet is for your convenience in assuring that complete information is submitted for an Act 101 and an Act 51 claim. The Bureau of Risk and Insurance Management has determined the following items are needed to process an Act 101 & 51 claim:

- \_\_\_ Certified Death Certificate (\*Note – The certified death certificate must be **submitted within 3 years from the date of death to be eligible for benefits.**)
- \_\_\_ Claim for Death Benefits Form [completed by claimant and notarized]
- \_\_\_ Proof of Marriage if benefits are being claimed by a spouse [certified copy of the public record of marriage, which may be obtained at the County Courthouse, Orphans Court]
- \_\_\_ Birth Certificates for Child (ren) if payable to surviving child (ren)
- \_\_\_ Parental verification if children are adopted
- \_\_\_ Report of Death Form [completed by political subdivision/borough/city and notarized]
- \_\_\_ Notarized Statement from Supervisor [detailing events]
- \_\_\_ Certified Autopsy Report [please indicate N/A if no autopsy was performed]
- \_\_\_ Certified Letters of Incorporation or Charter [please indicate N/A if not applicable]
- \_\_\_ Notarized Membership Information [providing a complete description of the deceased’s membership information]
- \_\_\_ Notarized Medical Statement [from a treating physician that the death was the direct result of actions performed by the deceased in performance of his duties and a detailed analysis]
- \_\_\_ Hospital-Medical Records
- \_\_\_ Evidence that a Workers Compensation Claim was filed [copy of application or findings if received] (\*Final disposition required for Act 51)
- \_\_\_ Certified Proof of Salary at time of death (\*Required for Act 51)
- \_\_\_ Certified copy of Pension Benefits for eligible dependents (\*Required for Act 51)
- \_\_\_ Additional Relevant Information: [list below]

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Return the above information to:

**DEPARTMENT OF GENERAL SERVICES**  
BUREAU OF RISK AND INSURANCE MANAGEMENT  
Room 406, North Office Building  
Harrisburg, PA 17125  
Telephone: 717-787-2492