



**IN-LINE OF DUTY FIRE DEPARTMENT / RESCUE SQUAD INFORMATION
CHECK LIST**

Required Fire Department or Rescue Squad Information				
Needed Document	Assigned to (Dept or Agency Obtaining Information)	Date Expected	Pending	Completed
(5) Incident Reports with Original Signature				
(5) Training Reports with Original Signature				
(5) Causality Reports with Original Signature				
(5) Copies of Highway Patrol / Police Departments				
(5) EMS / 1 st Responder Reports - Notarized				
(5) Copies of Chief's Statement of Detailed Events				
(5) Copies of Hospital Records with Original Signatures with Notarized Cover Sheet				
(5) Copies of Related Press Releases / News Articles				
(5) Copies of Interviews with Involved Personnel & Witness Statements				
(5) Original Autopsy Reports - Notarized				
(5) Original Toxicology Reports Notarized				
(5) Original Death Certificates				
(5) Copies of Fire Department/Rescue Squad Charter				

(5) Copies of Fire Department/Rescue Squad Rosters

(5) Copies of NC Industrial Commission Forms 19 & 29 (F.D. mails)

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Required Family Information

Needed Document	Assigned to (Family Member Obtaining Information)	Date Expected	Pending	Completed
(5) Certified Copies of Birth Certificates and adoption papers if applicable				
(5) Copies of Marriage License				
(5) Copies of Social Security Cards (Spouse & Dependents)				
(5) Copies of Adoption Papers (if deceased was adopted)				
(5) Copies of Divorce Papers for deceased and spouse if applicable (5) Copies of Drivers License (MVA Only)				
(5) Copies of Permission for Release of Vital Records signed by Widow and notarized				

**IN-LINE OF DUTY FIRE DEPARTMENT / RESCUE SQUAD
CONTACT CHECK LIST**

Required Contacts			
Agency Name	Agency Number	Person Responsible for Contacting	Time, Date, and Person Information was Reported to
NC Department of Labor (must be done within 8 hours of incident)	1-800-LABOR NC (ask for complaint desk)		
Worker's Compensation Carrier	Key Risk 1-888-240-9797 NCLM 1-800-228-0986		
Mailing Addresses for Information once all Folders are Completed			
Agency Name		Agency Address	
NC State Fireman's Association (if a member) (919) 821-2132 Office (919)376-5135 Cell		Attn Tim Bradley 323 West Jones Str Raleigh, NC 27603	
NC Association of Rescue and EMS Inc (if a member) (910) 990-2728		Attn Joel Faircloth PO Box 1914 Goldsboro, NC 27533-1914	
Public Safety Officers Death Benefits		Payments and Benefits Bureau of Justice Assistance 810 7 th Street NW Washington DC 20531 1-888-744-6513	
Industrial Commission		Attn: Brad Donovan 4338 Mail Service Center Raleigh, NC, 27699-4338	
NC Firefighters' and Rescue Squad Pension Fund Office (Only if a member only) (919) 814-4000		State Treasure's Office Attn: David Starling 3200 Atlantic Ave, Raleigh, NC 27604	
NC Society of Fire Rescue Instructor's (if a member)			
NC Fallen Firefighters' Foundation		Rick Flemming firedoc127@yahoo.com	
USFA Fallen Firefighters Foundation		301-447-1365	

Once all documents are received the Agency Chief or his designee will mail them to the listed agencies