



State of Tennessee Treasury Department
Criminal Injuries Compensation Program

Division of Claims Administration

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TENNESSEE'S CRIMINAL INJURIES COMPENSATION PURPOSE AND INSTRUCTIONS

Purpose

The purpose of the Criminal Injuries Compensation Program is to assist victims of crimes or, in the case of the victims' death, their dependent family members in paying out-of-pocket expenses that are a direct result of personal injuries sustained by a criminal offense.

The State of Tennessee is committed to helping victims who meet the eligibility requirements of the Tennessee Criminal Injuries Compensation Act. While no amount of financial aid can erase the trauma of crime, it is the goal of this program to ease the aftermath of crime for the victim whenever possible.

Instructions for Completing and Filing a Claim

- File a claim within one year of the date of injury, unless the victim of crime is a child (who has until age 19 to file). If the person seeking compensation is under age 18, his/her legal guardian must act as claimant.
- Seek any amounts the victim/claimant is legally entitled to receive as a result of the injuries from any other public or private source. This includes insurance, Medicaid, Medicare, workers' compensation, etc. If the amounts received from other sources do not cover all eligible losses and expenses, then criminal injuries compensation may apply. This is a fund of last resort.
- Read all instructions when completing the form. Answer ALL questions. If the question does not apply, please mark it N/A. If you need help with this form, call (615) 741-2734.
- Type or print legibly with INK. Use additional sheets if necessary.
- Attach a copy of the law enforcement report to prove the crime occurred and was reported to the proper authorities.
- Attach itemized copies of ALL bills, receipts, insurance/benefit statements and any other documentation to support the claim.
- COMPLETE all pages of the application. The form must be SIGNED AND NOTARIZED, otherwise, the claim processing will be delayed.
- Submit the ORIGINAL application form plus one copy to the Division at the above address. The claim is not "filed" until the Division receives it.
- Respond as soon as possible to any written notices from the Division so that your claim can be processed. The Division will send a written notice of the eligibility decision on the claim.
- Notify the Division of Claims Administration immediately regarding any change of address for the claimant or attorney while the claim is pending. **The claim may be denied if you do not inform us of a change of address and we have no valid contact information.**

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