



CITIZEN PROPERTY LOSS CLAIM REPORT

DIRECTIONS: This form must be completed by the citizen. Send the completed form to: Risk Management, Office of Comptroller, Gatehouse Administration Center, 8115 Gatehouse Rd, Falls Church, VA 22042. riskmanagement@fcps.edu (Telephone Number 571-423-3620) (Fax Number 571-423-3627)

GENERAL INFORMATION

Name	Last	First	MI
Address	Number and Street	City	State Zip Code
Telephone Number	Date of Birth	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

LOSS INFORMATION

Description of Property Lost or Damaged			
When Loss Occurred	Date	Day of the Week	Exact Time
			<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Location of Loss	Name of School or Office	Specific Area of School or Office	

Description of Occurrence

Witnesses Name	Address	Telephone

PREPARATION INFORMATION

Signature	Date
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