

**NOTICE OF LOSS**

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- By filing this Notice of Loss, you are choosing to seek compensation for losses from the Cerro Grande Fire from the United States through the Cerro Grande Fire Assistance Act (CGFAA), Public Law 106-246, and NOT under the Federal Tort Claims Act or any other means. Your choice to seek reimbursement through this process cannot be changed.
- In order for the Federal Emergency Management Agency (FEMA) to consider your claim under the CGFAA, you must sign the **Verification of Truth of Information** and **Choice of the Cerro Grande Fire Claims Process** statements on page 3 of this Notice of Loss.
- FEMA's regulations describing the claims process will be published in the Federal Register on August 28, 2000.
- You may file your Notice of Loss at any time up until August 28, 2002.
- During the claims process, you will be able to supplement information regarding your losses.
- Mail the completed Notice of Loss to the **FEMA Office of Cerro Grande Fire Claims, P.O. Box 1480, Los Alamos, NM, 87544-1480.**
- For more information, please call 1-888-748-1853.

**CLAIMANT INFORMATION**

1. **Your Name** (First, Middle Initial, Last): \_\_\_\_\_

2. **What is your current address and contact information?**

Street: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

What is the best time to reach you? \_\_\_\_\_

**TYPE OF CLAIM** — Please submit a separate **Notice of Loss** for each type of claim.

3. **What type of claim are you filing?** (Check only one option)

- Individual or Household
- Business
- Government
- Pueblo
- Not-for-Profit
- Other \_\_\_\_\_

**4. Claims for individual or household**, please provide the following information. If you are filing on behalf of another person or persons, please include the following information for each person.

What are the claimant's names (including yourself, if you are a claimant)?	What is this person's relationship to you? (Example: self, spouse, child)	Is the claimant a member of a pueblo? (Yes / No)

If more space is required to identify additional claimants, please attach the information to this Notice of Loss.

**5. Claims for businesses, government agencies, pueblos, not-for-profits or others**, please provide the following information:

What is the claimant's name: \_\_\_\_\_

What is the claimant's address (if different from contact address provided on page 1)?

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**LOSSES**

**6. Describe your losses in general terms.** You will be able to supplement this information during the claims process. Please do not submit documentation at this time. Detailed information on your losses and their dollar value will be requested and collected during the claims process.

**Real Estate** (examples: home, business facility)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Personal Property** (examples: automobiles, furniture, electronics, equipment)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Losses** (examples: personal injury, lost wages, business interruption, public facilities, tribal subsistence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### PRIVACY ACT NOTICE

This Notice is provided in accordance with the Privacy Act, 5 U.S.C. 552a(e)(3), and concerns the information requested in the Notice of Loss form to which this Notice is attached. The authority for the collection of this information is Cerro Grande Fire Assistance Act, Public Law 106-246. The information you provide will be used to verify your identity, to verify your eligibility, and to verify any previous compensation made in connection with the Cerro Grande Fire. Some or all of the information you provide may be released to federal, state, and local government agencies or private organizations for the purpose of confirming your identity, your eligibility and any previous compensation or payments made in connection with the Cerro Grande Fire. The information may also be released when otherwise authorized by statute or regulation. Disclosure of the information by you is required in order for you to make a claim under the Act. It will not be possible to process your claim without the information.

**Routine Uses:** The Privacy Act permits us to disclose information about individuals without their consent for a routine use, i.e., when the information will be used for a purpose that is compatible with the purpose for which we collected the information. The routine uses of this system are:

- a) Disclosure may be made to agency contractors who have been engaged to assist the agency in the performance of a contract service related to this system of records and who need to have access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, 5 USC 552a.
- b) Disclosure may be made to a member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
- c) Disclosure may be made to other Federal agencies that FEMA has determined provided Cerro Grande fire-related assistance to claimant in order to ensure that benefits are not duplicated.
- d) Disclosure of information submitted by an individual Claimant may be made to an insurance company or other third party which has submitted a subrogation claim relating to such Claimant when it is necessary in FEMA's opinion to ensure that benefits are not duplicated and to efficiently coordinate the processing of claims brought by individuals and subrogees.
- e) Disclosure of property loss information may be made to local governments in Los Alamos, Rio Arriba, Sandoval and Santa Fe counties and the Pueblos of San Ildefonso and Santa Clara for the purpose of preparing community wide mitigation plans.
- f) When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative or prosecutive responsibility of the receiving entity.
- g) Disclosure may be made to the National Archives and Records Administration for the purpose of conducting records management studies under the authority of 44 U.S.C. 2904, and 2906.

**Effect of Failure to Respond:** Disclosure is voluntary. However, failure to supply the requested information or to execute the form may render your claim "invalid".

### NOTICE OF PAPERWORK REPORTING BURDEN DISCLOSURE

Public reporting burden for this form is estimated to average 45 minutes. Burden means the time, effort, and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspects of the form, including suggestions for reducing the burden to: Information Collection Management, Federal Emergency Management Agency 500 C Street SW, Washington, DC 20472. Please do not send your completed notice of loss to this address. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form.