

# Criminal Injuries (Compensation) Board (CICB)

Ministry of Legal Affairs  
Global House, 43 Church Street, Hamilton HM12  
Telephone: 292-2463 or 444-0027    Email: lmterry@gov.bm

## New Application Checklist:

**ENSURE THAT EVERY ASPECT OF THIS LIST HAS BEEN CONSIDERED; INCOMPLETE APPLICATIONS WILL CAUSE A DELAY**

### **MANDATORY REQUIREMENTS:**

- Application fully completed with contact information (an email address is required)
- Applicant Letter
- King Edward VII Memorial Hospital VII (**Emergency Room Report**)
- KEMH - Health Information Management Services (**Medical Report**)
- Police Reports / Statements (**\*Statement of Witness(es)/ \*Charge Sheet / \*Summary of Evidence**)
- Department of Public Prosecution / Witness Care Unit (**\*Victim Impact Statement**)

**\*If applicable**

### **CLAIMING HOSPITAL BILLS, DOCTOR'S VISITS, PRESCRIPTIONS AND ANY OTHER MEDICAL BILLS:**

- A letter from doctor stating medical history, current or future medical treatments.
- Copy of invoice/s, receipt/s and/or statement/s of accounts.
- A print out from the pharmacy or the actual bill.

### **CLAIMING LOSS OF WAGES FOR EMPLOYED:**

- A doctor's letter (original and signed) confirming dates when applicant was unfit to work and when resumed to work.
- A letter from applicant's employer (original and signed) stating the following:
  - date/s off from work and resumed to work;
  - confirming sick leave benefits;
  - rate per hour, rate per week and hours per week; and
  - make sure that the employer's contact information is on the letter and signed.

**CLAIMING LOSS OF WAGES FOR SELF-EMPLOYED:**

- A doctor's letter (original and signed) confirming dates when you were unfit to work and when you resumed to work. If you did not return to work, please state the reason/s why.
- A copy of the tax return filed at the Tax Commissioner's Office. It should reflect the dates when you were off from work.
- Sick leave benefits

**CLAIMING AIR PLANE TICKETS/TAXI FARE AND HOTEL ACCOMODATION:**

- Air fare: copy of receipt/s and itinerary
- Taxi fare: copy of receipt/s if not available, a signed letter confirming the amount and date/s
- Hotel accommodation: copy of receipt/s

**CLAIMING PERSONAL ITEMS OR CASH:**

- Copy of receipt/s and/or statement of accounts. If no receipt, please submit a letter to the Board supporting your claim/s. No claim can be made for loss of cash.