

INSTRUCTIONS FOR FILING AN ADMINISTRATIVE TORT CLAIM WITH THE UNITED STATES CAPITOL POLICE (USCP)

The Federal Tort Claims Act provides for recovery from the United States, under certain circumstances, for injury or damage(s) caused by the negligent act(s) or omission(s) of employee(s) of the United States who are acting within the scope of their employment, under circumstances in which the United States, if a private person, would be liable to the injured party under the laws of the place where the act(s) or omission(s) occurred.

To file a claim with the United States Capitol Police under the Act, the following procedures should be followed:

1. One copy of **Standard Form 95, Claim for Damage, Injury, or Death**, must be completed, and all information requested in the form must be supplied.
2. If your claim is for an injury, all elements of the total amount of your claim must be supplied, such as doctor's fees, hospital bills, outpatient costs, etc.
3. If your claim is for damaged property, the value of the property must be documented and, if the damage can be repaired, at least two (2) estimates for the cost of the repairs should be obtained from reliable commercial establishments and submitted along with the other documents. The amount of your claim will be the same as the lowest estimate submitted.

The requested SF95 submitted for payment must include the original signature of the claimant or a duly authorized agent or legal representative. Documents may be initially submitted via e-mail at **FTCAClaims@uscp.gov**; however, the SF95 bearing an original signature must be received by U.S. Mail before final processing can occur. Please be advised that due to mail screening procedures, delivery of congressional mail can be delayed for up to two weeks. **In accordance with the Federal Tort Claims Act, the Federal Agency will have 180 days from the time all signed original documents are received to respond to all claims.**

Any questions concerning your claim and/or the procedures to be followed may be presented to the Office of the General Counsel, United States Capitol Police, by e-mail at **FTCAClaims@uscp.gov**, or by phone at **(202) 593-3619**.

When mailing a claim, relevant forms and documents must be filled out completely, signed, and returned to the following address:

**United States Capitol Police
Office of the General Counsel
FTCA Claims
119 D Street, NE
Washington, DC 20510-7218**

After an initial review of a claim, the Office of General Counsel may contact you or your designee to request additional information in order to further evaluate and/or effectuate a potential settlement and payment, such as but not limited to one copy of **Standard Form 1145, Voucher for Payment Under Federal Tort Claims Act**. Any such information requested must be provided before final consideration and potential payment of a claim.