

BRIGETTE K. SMITH  
Executive Secretary



JAY HUGHES  
Board Chair

STATE OF WASHINGTON  
**BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS**  
PO Box 114•Olympia WA 98507•(360) 753-7318•FAX (360) 586-1987•Toll Free (877) 753-7318  
Website: [www.bvff.wa.gov](http://www.bvff.wa.gov)

## Directions for Completing the Documentary Evidence Submission Checklist

To complete the Documentary Evidence Submission Checklist, please refer to the following guidance:

**Member's Name:** Please include any and all names the member was known by in the department. If the member's name is Richard James Smith, but he is known by Jim some of the time and Dick some of the time, please include all three names. If the member always signed in as Smith and there is more than one member of the department with the last name of Smith, please understand that we will not be able to consider that evidence.

**Member's Date of Birth:** Please include the date of birth. This will help us better identify the member.

**Department's Name:** Also important in helping us better identify the member. Please do not abbreviate as there is more than one SCFD #1 in the state.

**Period(s) of Time Additional Credit is Sought:** This is not the period of time that will necessarily be granted by the Board, but rather the period of time that the member is hoping to gain through the documentary evidence.

**Acceptable Forms of Documentary Evidence:** These are the forms of documentation that the Board accepts. If an item that you would like to submit is not included in the list, please understand that the Board does not consider it an acceptable form of evidence. You may still submit it, but it is highly unlikely that the Board will grant service based solely on unacceptable documentation.

**Amount of Documentation Required:** This is the amount of acceptable documentation that must be submitted. Less documentation may be submitted, but it is highly unlikely that the Board will grant service for the period prior to July 1, 2009, and service will definitely not be granted for pension participation after July 1, 2009.

### **Submission and Approval Process:**

- Completed Perjury Statements must accompany all requests for additional service.
- Photocopies of documentary evidence are recommended. There may be occasions when original documents are requested. If the Board requests original documents, they will be returned to the department.
- There is no guarantee how long it will take to review documentary evidence. The Board staff will try to review it as soon as possible. Interest will not continue to accrue once the completed packet is received. As a result, please make sure that the packet is submitted correctly to ensure no additional fees continue to accrue.
- The fees and interest penalties are calculated only through the end of the month. If it will take the department longer to pay, please contact the BVFF staff for an updated amount the department may have to send.
- Once the BVFF staff sends the total amount due to the department, the interest penalties will begin to accrue again, so please submit payment as soon as possible.