

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

Service Credit Documentary Evidence Submission Checklist

Member's Name: _____

Member's Date of Birth: _____

Department's Name: _____

Period(s) of Time Additional Credit is Sought: _____

Acceptable Forms of Documentary Evidence (please check the forms of documentation you are submitting):

- Department meeting minutes
- Commissioners/City Council meeting minutes
- Application with chief's certification of hire (applications without a certification of hire are not acceptable as documentary evidence)
- Letter of hire
- Drill/Training records
- Response records (with confidential information redacted)
- Equipment Issuance List, dated and signed
- Dated photographs or newspaper/newsletter articles that include the firefighter

Amount of Documentation Required (please check which time period applies to your request):

- Documentation prior to July 1, 2009:** At least two pieces of documentary evidence for every month requested
- Documentation after to July 1, 2009:** As much documentation as necessary to prove that the requirements of WAC 491-03 were met. In addition to the documentation, please provide the following department statistics:

_____ Total number of calls for the requested period of time at the member's assigned station.

_____ Total number of drills for the requested period of time

Submission and Approval Process:

- Complete the Perjury Statement available at <http://www.bvff.wa.gov/forms.html#perjury> . An original, notarized signed form must accompany the documentary evidence.
- Attach this completed form
- Attach legible copies of the documentary evidence
- Send the packet to the BVFF for review. Many times the Executive Secretary is able to review evidence and approve service. However, there are times where State Board review is necessary. Please understand that the review of documentary evidence may take several months, but interest will stop accruing as of the date the completed packet is received in the office.
- Once the documentation is reviewed, the department will receive a letter stating whether the request was approved or denied. If denied, the letter will explain why it was denied. If approved, the total cost to buy back the service will be included. Please be aware that the amount owed will only be calculated through the end of the current month. If the department cannot make payment by the end of the current month, additional interest charges may incur.