



# FEMA

### PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 10 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0002) **NOTE: Do not send your completed form to this address.**

FEMA Director Name  
FEMA Title  
FEMA Directorate Reference

Governor's Name  
Governor's Title  
State of (State Name)

National Processing Service Center  
P.O. Box 10055  
Hyattsville, MD 20782 – 7055

00/00/0000

FEMA Application Number.000000000

Disaster Number: 0000

Applicant Name  
Applicant Street Address  
Applicant City, State, Zip

Dear Applicant Name:

Our records indicate you may have a need for the type(s) of assistance listed below. However, we need additional information to process your application. Please provide the following information within 21 days of the date of this letter:

**Other expenses:**

1. Verification of Home Occupancy
2. Documentation outlining what "OTHER" expenses you have incurred as a result of this disaster.
3. Estimates or itemized bills signed by the person providing the services. Name of Company and/or person providing the services, address and telephone number.
4. Documentation of why these expenses were required.

Mail your documents to:  
FEMA – Applicant Services  
National Processing Service Center  
P.O. Box 10055  
Hyattsville, MD 20782-8055

Fax your documents to:  
1-800-827-8112  
Attention: FEMA – Applicant Services

OR

Include your FEMA Application Number and Disaster Number on all pages of your documents. Both numbers are printed at the top of the first page of this letter. Keep all originals for your records.

If we do not receive the information within 21 days, we will deny your request for this assistance and you will not be eligible.

If you have any questions, please call FEMA's Helpline at 1-800-621-FEMA (3362). For people who are deaf, hard of hearing or with speech disabilities, the TTY is 1-800-462-7585.

Sincerely,

Individual Assistance Branch Director

RFI