

# ***ADVISORY BULLETIN***

**TRANSMITTAL NO. 2022-05**

**TO: ALL FUNDED PROGRAMS  
ADVISORY COUNCIL MEMBERS**

**FROM: ELIZABETH CRONIN, ESQ.  
DIRECTOR**

**SUBJECT: AUTHORIZATION PAGE REQUIREMENT FOR COMPENSATION CLAIMS**

**DATE: October 14, 2022**

Dear Colleague:

**For claims submitted on or after October 15, 2022**, the New York State Office of Victim Services (OVS) must have a signed copy of the [Claimant Authorization form](#) for each claim in order for OVS to assign the claim to a specialist for investigation.

This policy applies to all Compensation claims, regardless of whether the claim is submitted on the Victim Service Portal (VSP) or on paper, as well as claims submitted as Emergency Awards. Any claims received without this authorization form on or after the effective date will be rejected.

The form is available here: <https://ovs.ny.gov/system/files/documents/2022/06/blank-claimant-authorization-form.pdf>

This form must be signed by the claimant and sent to OVS, either as the original, a photocopy, or an electronic file (e.g. .jpg, .png, .pdf). The signed form, photocopy, or image file can be sent to the following locations:

NYS Office of Victim Services  
AE Smith Bldg  
80 South Swan Street, 2<sup>nd</sup> Floor  
Albany, NY 12210

**Fax:** 518-485-8885

**Email:** [OVSIIntake@ovs.ny.gov](mailto:OVSIIntake@ovs.ny.gov)

On behalf of OVS, thank you for your continued commitment to providing the highest quality services to innocent victims for crime in New York State.



Elizabeth Cronin, Esq.  
Director