

The Insurance Bureau of Canada outlines the following steps to make an insurance claim.

1. Report the loss to the police.
2. Obtain a case number from the police.
3. Prepare a complete list of the damaged or stolen items.
4. Indicate when and where the items were purchased.
5. List the values of all items (preferably replacement value, but it is acceptable to give the original cost if it was a very recent purchase).
6. Complete the form sent by the insurance company. Have it notarized (by a notary public or lawyer) and return it to the insurance company.
7. Remember that serial numbers and bills of sale are of great help to insurance investigators and companies.
8. If home or property is damaged, the victim should include photos of damage with the claim.

*Information from Alberta Solicitor General and Public Security, Victim Advocate Core Training program*