

CRIME VICTIM ASSISTANCE PROGRAM

Victim Application

Use this application if the crime occurred before **January 1, 2024**

The Crime Victim Assistance Program (CVAP) provides benefits to **Victims of violent crime** in accordance with the *Crime Victim Assistance Act* and its regulations.

The program may also provide benefits to **Immediate Family Members** of an injured or deceased victim of crime, as well as **Witnesses** to the crime with a close personal relationship to the victim.

This application package consists of:

- an instruction guide
- the application form required
- summary of benefits

The instructions provided in this package follow the basic steps you will need to know to complete your application.

Before You Apply

WHO MAY USE THIS APPLICATION?

This application package is designed for a **Victim of violent crime**. Under the *Crime Victim Assistance Act*, a Victim is a person who is injured physically or psychologically as a result of certain crimes committed in British Columbia.

If this definition does not apply to you, please see the application packages for **Witnesses** or **Immediate Family Members**.

If the victim is deceased, please see the application for **Immediate Family Members**.



THE CRIME VICTIM ASSISTANCE PROGRAM WILL NOT COVER

- injuries or loss sustained from motor vehicle accidents
- injuries or loss sustained at work, and which are covered by WorkSafeBC
- claims for pain and suffering
- lost or stolen personal property
- injuries sustained from an offence occurring outside of B.C. or prior to July 1, 1972

WHAT TYPES OF BENEFITS DOES THE CRIME VICTIM ASSISTANCE PROGRAM PROVIDE?

Benefits that may be available to Victims of violent crime include:

- medical or dental expenses
- prescription drug expenses
- counselling
- lost employment income (reimbursed at minimum wage)
- repair or replacement costs of damaged or destroyed property that a person was wearing at the time of the crime (e.g., eyeglasses, clothing)
- protective measures (e.g., moving expenses)
- disability benefits, services or equipment

The Crime Victim Assistance Program will only provide benefits that are not covered by other programs (e.g., EI, ICBC, extended health coverage, personal insurance).



INSTRUCTION GUIDE

FILLING OUT THE APPLICATION

The application package is available in PDF format at www.gov.bc.ca/crimevictimassistance. To download the appropriate viewer, visit <http://get.adobe.com/reader>.

Print versions of the application form are available from the Crime Victim Assistance Program or a local victim service program.

A local victim service program can help you complete this application. To locate a program near you, call VictimLink BC toll-free at **1-800-563-0808**.

BE COMPLETE AND ACCURATE

Complete all sections. If your application is incomplete, it may be returned to you and this will delay the processing of your application.

COMPLETING THE FORM

You must answer all the questions on this application form unless indicated otherwise.

1. Download and fill out the application form on a computer. You also have the option of saving your form and completing it later.
2. If you are completing the application form by hand, please use blue or black pen, and print clearly.
3. If you have completed this form on your computer, print all pages of your application form.
4. You must sign and date both the Authorization and Declaration in Sections 7 & 8. Applications without the required signatures will be returned to you.
5. Mail the original application and any attachments to:
Crime Victim Assistance Program
PO Box 5550, Stn Terminal
Vancouver, BC V6B 1H1
6. If your address or telephone number changes after submitting this application, please inform the Crime Victim Assistance Program by calling **1-866-660-3888**.

For additional questions, please contact the Crime Victim Assistance Program at **604-660-3888** or toll-free in B.C. at **1-866-660-3888**.

For more information, see the Government of British Columbia website at www.gov.bc.ca/crimevictimassistance or query "cvap bc" using your internet search engine.

VICTIM APPLICATION FORM

SECTION 1 - VICTIM INFORMATION (APPLICANT)

| | | | | | |
|--|--|-----------------------------------|---|-------------|--|
| Applicant's Name (Last) (First) (Middle) | | | <input type="checkbox"/> Female <input type="checkbox"/> X <input type="checkbox"/> Male | | |
| Other Names Used (e.g., nickname, maiden name, alias) (Last) (First) | | | Date of Name Change Year Month Day | | |
| Social Insurance Number | | Birthdate Year Month Day | | Occupation | |
| Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single | | | | | |
| Mailing Address (Apt No, Street Number, Street Address, PO Box) | | | | | |
| City | | Province | | Postal Code | |
| Primary Phone Number | | Alternate Phone Number | | E-mail | |
| Alternate Mailing Address (e.g., the address of a family member) in case mail sent to the address above is returned to us. | | | | | |
| City | | Province | | Postal Code | |

SECTION 2 - CRIME INFORMATION

| | |
|--|---|
| Please indicate the type of crime that occurred (e.g., assault, forcible entry). | If the crime occurred over a period of time, please provide the approximate dates (e.g., Sept 2021 – Dec 2022). |
| Type of Crime: | Date of Crime: |
| <p>Applications must be submitted within one year of the crime. An explanation is required to determine if the time limit can be extended. The one year time limit does not apply if the applicant is a minor (under 19 y/o) or a victim of sexual assault.</p> <p>Is this application being filed within one year of the date of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If no:</i> Please provide additional information regarding the timing of your application (i.e., why you did not apply sooner)?</p> | |
| <p>Please provide the city/town in B.C. where the crime took place. If the crime occurred over a period of time in more than one location, please provide the names of all locations.</p> <p>Location(s) of Crime:</p> | |

SECTION 3 - MEDICAL/DENTAL INFORMATION

This section provides information regarding any medical or dental treatment you received as a result of the crime.

| | |
|--|--|
| Do you have medical services coverage (e.g., a BC Services Card or BC Care Card)? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes: Provide your personal health number. |
| Do you have other health coverage? (e.g., Blue Cross) <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes: Provide your extended health plan number and provider. |
| Did you go to a hospital to be treated for injuries resulting from the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes: Name of Hospital | Date of Treatment Year Month Day |
| Do you have a family doctor or clinic who has been treating you for injuries resulting from the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes: Family Doctor or Clinic Name | Phone Number |
| Address (Apt No, Street Number, Street Address, PO Box) | |
| Please fill out the following about any other doctors, specialists, or counsellors who have been treating you for injuries resulting from the incident. | |
| <input type="checkbox"/> <i>Specialist</i> <input type="checkbox"/> <i>Counsellor/Psychologist</i> <input type="checkbox"/> <i>Dentist</i> <input type="checkbox"/> <i>Other</i> _____ | |
| Name | Phone Number |
| Address (Apt No, Street Number, Street Address, PO Box) | |
| <input type="checkbox"/> <i>Specialist</i> <input type="checkbox"/> <i>Counsellor/Psychologist</i> <input type="checkbox"/> <i>Dentist</i> <input type="checkbox"/> <i>Other</i> _____ | |
| Name | Phone Number |
| Address (Apt No, Street Number, Street Address, PO Box) | |
| <input type="checkbox"/> <i>Specialist</i> <input type="checkbox"/> <i>Counsellor/Psychologist</i> <input type="checkbox"/> <i>Dentist</i> <input type="checkbox"/> <i>Other</i> _____ | |
| Name | Phone Number |
| Address (Apt No, Street Number, Street Address, PO Box) | |

SECTION 4 - EXPENSE AND LOSS INFORMATION

This section provides information regarding any expenses or losses you are claiming as a result of the crime. Please keep receipts for all expenses you are claiming. The program will require you to submit **original receipts**.

Please check all that apply:

- Medical expenses (please specify): _____
- Dental expenses
- Prescription drug expenses
- Counselling
- Lost employment income (reimbursed at minimum wage)
- Damaged or destroyed personal property worn at the time of the incident (e.g., eyeglasses, clothing)
- Protective measures: Security devices (e.g., locks, window bars, alarm system)
- Protective measures: Relocation expenses (e.g., actual moving expenses)
- Disability benefits, services or equipment
- Crime scene cleaning
- Other (please specify): _____

If you have received or will receive benefits as a result of the crime, check all that apply:

- Disability Plan Benefits
- Employment Insurance Benefits
- Income Assistance
- Canada Pension Plan
- Indigenous Services Canada
- Benefits you have received as a result of civil action
- Other (please specify): _____

SECTION 5 - EMPLOYMENT INCOME

Complete this section if you requested lost employment income above. This section provides information regarding your employment.

| | |
|---|---|
| Were you employed when the crime occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Self-employed | Were you at work at the time of the incident? |
| If yes: Have you applied for benefits through WorkSafeBC? <input type="checkbox"/> Yes <input type="checkbox"/> No | What is your WorkSafeBC claim number? |
| As a result of any crime-related injuries: Did you miss work? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you lose wages? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes: Provide days of work missed From: _____ To: _____ | |
| Name of Company/Organization | Phone Number |
| Address (Apt No, Street Number, Street Address, PO Box) | |
| If you are requesting benefits for lost wages, may we contact your employer? (If you answer no, it may not be possible to determine your eligibility for this benefit.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Name of Contact Person | |

SECTION 6 - APPLICATION ON BEHALF OF VICTIM

This section may be completed by a legal guardian or legal representative (e.g., Power of Attorney) on behalf of the victim.

If the victim does not have a legal representative and is physically or mentally incapable of making the application, this section may be completed by a third party on behalf of an incapable victim.

This section is NOT FOR USE by a Victim Service Worker or other support person providing support to a capable victim.

| | | |
|--|---|-----------------|
| Person completing the application | | |
| (Last) | (First) | (Middle) |
| Mailing Address (Apt No, Street Number, Street Address, PO Box) | | |
| City | Province | Postal Code |
| Phone Number | E-mail (Optional) | |
| Are you a legal guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes: What is your relationship to the victim? (e.g., mother) | |
| Are you a legal representative? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes: What is your authority? (e.g., Power of Attorney, Public Guardian and Trustee) | |
| Note: If you are not the natural or adoptive parent of the applicant, please attach a copy of any court order or other document that is proof of guardianship/trusteeship. If you are a legal representative, please provide a copy of your authority. | | |
| If you are not a legal guardian or a legal representative, what is your relationship to the victim identified in this application? | | |

Completion of **Section 7** and **Section 8** are mandatory if the application is being completed by the victim, a legal guardian or a legal representative (e.g., Power of Attorney). The application will be returned if these sections are not signed and dated. A third party completing the application on behalf of an incapable victim is only required to complete **Section 7**.

SECTION 7 - DECLARATION


The application will be returned if this section is not signed and dated.

Information supplied on this form is necessary to determine your eligibility for benefits, and is collected under the authority of Section 6 of the *Crime Victim Assistance Act*. Any information collected will be used only for the purposes of adjudicating your claim for benefits.

By signing this section you declare that the information you have provided on this application is true and correct. It is an offence to provide false or misleading information on this application and may lead to prosecution. If it is discovered at a later time that false or misleading information has been provided on this application form, you may be required to repay to CVAP any benefits received.

I, _____, (please print) submit this application in support of a claim for benefits available to Victims under the *Crime Victim Assistance Act*, and declare the information provided in this application for benefits is true and correct.

Applicant's Signature _____ Date _____
(Month/Day/Year)

To sign electronically, use the Fill & Sign tool  in Adobe Reader or Acrobat. Only a drawn signature or an uploaded image of original signature are accepted. Typed signatures cannot be accepted. Note: If you use Fill & Sign, you will be unable to make further changes to the form once it is saved.

SECTION 8 - AUTHORIZATION


This section authorizes the Crime Victim Assistance Program to contact the persons and organizations listed so that we may process your claim for benefits. Your application will be returned if this section is not signed and dated. You may be required to submit other authorizations that are needed to process your claim. If you have any questions about the collection and use of the information gathered by the Crime Victim Assistance Program, please contact the program at (604) 660-3888 or toll free in B.C. at 1-866-660-3888.

I, _____, (please print) hereby authorize:

1. The doctor, dentist, optometrist, chiropractor, or other health care professional who treated my injuries (physical and/or psychological) to give the Crime Victim Assistance Program, on request, medical or other reports regarding my injuries, treatment or other information relevant to this application;
2. The police or other law enforcement authorities to give the Crime Victim Assistance Program, on request, a copy of police reports, statements, incident reports or other information relevant to this application;
3. The Workers' Compensation Board of BC or other authority from which the victim received or will receive or will be eligible to receive payments from provincial, federal or other jurisdictions funds to give the Crime Victim Assistance Program, on request, information relevant to this application;
4. My employer(s) or similar authority to give the Crime Victim Assistance Program, on request, information as to my employment, earnings, benefits or other information relevant to this application;
5. Any accident, disability, sickness, life insurance/assurance company or private pension scheme or extended health benefits scheme from which payments or services were received or will be received to give the Crime Victim Assistance Program, on request, information relevant to this application;
6. Employment and Social Development Canada or Indigenous Services Canada or any other authority from which payments were received or will be received to give the Crime Victim Assistance Program, on request, information relevant to this application;
7. The Canada Employment Insurance Commission or the Canada Pension Plan or similar employment insurance and pension plans from other jurisdictions, to give the Crime Victim Assistance Program, on request, information as to benefits received or to be received relevant to this application; and,
8. Canada Revenue Agency or other similar agency in any other jurisdiction, to give the Crime Victim Assistance Program, upon request, information as to my employment income.
9. The Ministry of Children and Family Development (MCFD) to give the Crime Victim Assistance Program, on request, a copy of information relevant to this application.

I understand that the Crime Victim Assistance Program may notify the above authorities that I have submitted an application for benefits pursuant to the *Crime Victim Assistance Act*.



Applicant's Signature _____ Date _____
(Month/Day/Year)

To sign electronically, use the Fill & Sign tool  in Adobe Reader or Acrobat. Only a drawn signature or an uploaded image of original signature are accepted. Typed signatures cannot be accepted. Note: If you use Fill & Sign, you will be unable to make further changes to the form once it is saved.

SECTION 9 - OPTIONAL AUTHORIZATION

CVAP staff requires your written permission to discuss the information in your file with other persons. Please complete this section if you want to allow program staff to discuss your file with another person, such as a family member or victim service worker.

| | |
|---|---|
| This is the authorization (written permission) to discuss your file with another person. I, _____, (please print) hereby authorize the Crime Victim Assistance Program staff to discuss my claim with _____ <i>Name of authorized person you allow program staff to talk to (print clearly)</i> | |
| Authorized Person's Phone Number | Authorized person's relationship to you (applicant) |
| Applicant's Signature _____ Date _____ <i>(month/day/year)</i> | |
| Agency Name and Address | |

To sign electronically, use the Fill & Sign tool   in Adobe Reader or Acrobat. Only a drawn signature or an uploaded image of original signature are accepted. Typed signatures cannot be accepted. Note: If you use Fill & Sign, you will be unable to make further changes to the form once it is saved.

SUMMARY OF BENEFITS

The Crime Victim Assistance Program helps Victims, Immediate Family Members of victims, and Witnesses affected by violent crime. Benefits provided by CVAP offset financial loss and assist in recovery from injuries. This summary focuses on benefits available to Victims of violent crime.

| Benefits: | For: | Examples: |
|---|---|--|
| Counselling services or expenses | All victims of crime | <ul style="list-style-type: none"> • counselling sessions • psycho-educational sessions to others who support the victim |
| Medical services or expenses | Victims who need health care because of their injuries from the crime | <ul style="list-style-type: none"> • ambulance or emergency transportation • diagnosis and treatment by doctors or health professionals (e.g., physiotherapists, massage therapists) • health care services at a facility • medical equipment and supplies |
| Dental services or expenses | Victims who need dental care because of their injuries from the crime | <ul style="list-style-type: none"> • diagnosis and treatment by a dentist or dental health professional • bridges, crowns, dentures, and other dental appliances or devices |
| Prescription drug expenses | Victims who need prescription drugs to recover from, or manage the effects of, their injuries from the crime | <ul style="list-style-type: none"> • medications prescribed by a doctor, dentist, or podiatrist |
| Protective measures, services, or expenses | Victims who are at risk of additional harm from the perpetrator or are so traumatized by fear they cannot lead normal lives | <ul style="list-style-type: none"> • security or communication equipment and services • courses for personal protection or security • relocation expenses |
| Income support | Victims whose injuries have a short-term or long-term effect on their ability to work and who had a job when the crime occurred (special eligibility issues for minors) | <ul style="list-style-type: none"> • monthly payments to assist in financially supporting the victim |
| Lost earning capacity | Victims whose injuries have a long-term effect on their ability to work and who did not have a job when the crime occurred (special eligibility issues for minors) | <ul style="list-style-type: none"> • monthly payments to assist in financially supporting the victim |
| Vocational services or expenses | Victims whose injuries prevent them from returning to their job and who need training or education to re-enter the workforce | <ul style="list-style-type: none"> • education and training courses • programs to improve skills and qualifications • programs to prepare for, or find, employment |
| Transportation and related expenses, and transportation related childcare | Victims who have to travel some distance to obtain medical, dental, counselling, or vocational services provided as crime victim assistance benefits | <ul style="list-style-type: none"> • transportation expenses such as bus fare, air fare, or mileage expenses • meals and accommodation • childcare while attending appointments |
| Repair or replacement of damaged or destroyed personal property | Victims whose eyeglasses/contacts, disability aids, or articles of clothing were damaged or destroyed because of the crime | <ul style="list-style-type: none"> • repair or replacement of: • eyeglass frames • prescription lenses • various types of disability aids • clothing |

SUMMARY OF BENEFITS CON'T

| Benefits | For | Examples |
|--|---|---|
| Disability aids | Victims who need disability aids because of their injuries from the crime, to reduce the effects of the injuries, improve their quality of life, and assist in daily living | <ul style="list-style-type: none"> • mobility aids • communication aids • vision aids • specialized clothing • prostheses and orthoses • other equipment or supplies |
| Childcare services or expenses (see also under transportation) | Victims who have a disability because of the crime that prevents them from providing care for their children (and no one else in the household can provide the childcare) | <ul style="list-style-type: none"> • childcare |
| Homemaker services or expenses | Victims who have a disability because of the crime that prevents them from doing household tasks (and no one else in the household can perform the household tasks) | <ul style="list-style-type: none"> • help with shopping, cleaning, cooking, and other household tasks |
| Personal care services or expenses | Victims who have a disability because of the crime that prevents them from performing personal care tasks | <ul style="list-style-type: none"> • help with bathing, dressing, toileting, and other personal care tasks |
| Home modification expenses | Victims who have a disability because of the crime and need modifications made to their home to assist them in daily activities | <ul style="list-style-type: none"> • structural changes such as replacing steps with a ramp, widening doorways, constructing custom showers, etc. • installed equipment such as wheelchair lifts, bath lifts or shower stalls, wing taps on sinks, etc. |
| Home maintenance expenses | Victims who have a disability because of the crime that prevents them from maintaining their home (and no one else in the household can maintain the home) | <ul style="list-style-type: none"> • a monthly allowance for home maintenance expenses |
| Moving expenses | Victims who have a long-term disability because of the crime and need to move to a more accessible home | <ul style="list-style-type: none"> • moving expenses for the victim and family and their household goods • rental security deposit • connection fees for phone and utilities |
| Vehicle modification or acquisition | Victims who have a long-term disability because of the crime and need an accessible vehicle (to drive or be driven in) for greater independence | <ul style="list-style-type: none"> • installed equipment such as hand controls or a wheelchair lift • purchase or lease of an accessible vehicle |
| Maintenance for a child born as a result of a prescribed offence | Victims who conceived a child as a result of the crime and are financially supporting the child | <ul style="list-style-type: none"> • monthly payments to assist in financially supporting the child |
| Crime scene cleaning | Victims who were injured at their home or in their vehicle and need specialized cleaning of the home or vehicle due to the nature of the crime | <ul style="list-style-type: none"> • specialized cleaning and disinfecting of contaminated areas • replacement of contaminated flooring, wall covering, or other built-in features |