

Guide to FTCA Claims

If you have been harmed by the U.S. government, it is possible to sue using a law called the **Federal Tort Claims Act (FTCA)**. Whether you are a U.S. citizen or an immigrant, you have the right to sue.

Who can sue?

If the U.S. government harmed me, can I file a claim?

Yes. If a U.S. government employee causes harm to someone's body, mind, or property, the person has the right to file a claim and request money damages. This type of claim is made under a U.S. law called the Federal Tort Claims Act (FTCA). It is very hard to win an FTCA claim, but sometimes, people can receive money for the harms they suffered.

The FTCA process has two steps, and can take a long time. Step One is to file an administrative claim directly with the government agencies that harmed you. If you decide to file an FTCA claim, you must complete Step One within two years of when the harm happened. Step Two is to file a lawsuit in federal court. Some people never do Step Two.

Is there a deadline to file a claim?

Yes. You must file an administrative claim within two years of when the government employee harmed you. This is Step One of the FTCA process.

Government agencies often do not respond to administrative claims. But if the government agency denies your claim, you have 6 months from the date of the denial to do Step Two of the FTCA process and file a lawsuit in federal court. If the agency has not made a decision for more than 6 months, you can also choose to file a lawsuit at that time, or you can continue to wait. Some people decide to never file a lawsuit.

What kinds of harms can I file a claim about?

Some examples of harms are physical abuse during arrest or in detention, destruction of personal property like car damage, separation from your children, medical neglect in detention, and being detained illegally.

The harm can come from employees of any U.S. government agency, including U.S. Immigration and Customs Enforcement (ICE) and U.S. Customs and Border Protection (CBP).

What are the risks and benefits of filing a claim?

Filing a FTCA claim against the U.S. government can be a complicated decision depending on your situation, with both risks and benefits. The risks listed below are about Step One of the process – filing an administrative claim with government agencies. If you later decide to do Step Two and file a lawsuit in federal court, that is a very different process that takes a long time and has different risks. **Potential benefits:**

- The main benefit of filing an FTCA claim is that there is a chance you could eventually receive money for the harms you suffered.
- Filing an FTCA claim is a way to officially tell your story, and tell the government why what they did to you was wrong.

- If many people speak up about harms and the government is forced to pay, there is a chance the government might change their policies in the future.

Potential risks:

- Filing a claim does not guarantee that you will receive any money. Many FTCA claims are denied or ignored, and the process can take years. You could spend time on this and receive nothing.
- When you file a claim, you are asked to share your name and other personal information with the agencies where the official who harmed you worked.
- If there is any inconsistency between the information included in your FTCA claim and your immigration case, that could negatively affect your immigration case.
- There is a possibility that the U.S. government could retaliate against someone for filing an FTCA claim. We have not yet heard of cases where this has happened.

Who can file an FTCA claim?

Anyone can file an FTCA claim for harm caused by the U.S. government, including U.S. citizens and immigrants, regardless of their immigration status. You can file a claim against a U.S. government agency even if you are living outside of the United States.

You can also file a claim on behalf of a child who has been harmed by the U.S. government. And if your family member died because of the actions of government officials, you may be able to file a claim on behalf of this family member.

You have to take the first step – filing an administrative claim with the government – within 2 years of when the harm happened.

What are the steps of the FTCA process?

There is a two-step process for filing an FTCA claim against the government.

Step One: Administrative Claim

- **What:** If you want to file an FTCA claim, the first step is to submit an administrative claim in writing to all the government agencies that harmed you.
- **When:** You need to complete the first step within two years of the harm happening.
- **How:** Learn how to file an administrative claim in the section “How to File a Claim” below. We have included step-by-step instructions for how to file a claim with the agencies on your own.
- **Possible outcomes:** After you file, the agency could deny your claim, ask for more evidence, offer to pay you money, or just ignore your claim and not respond at all.

Step Two: Lawsuit

- **What:** After filing an administrative claim, some people decide to take the next step and file a lawsuit in federal court. But some people never do this second step.
- **When:** Government agencies often do not respond to administrative claims. But if the agency denies your claim, you have 6 months from the date of the denial to file a lawsuit in federal court. If the agency has not made a decision on your claim for more than 6 months, you can choose to file a lawsuit in federal court at that time, or you can continue to wait.
- **How:** This guide focuses more on the first step of the FTCA process - administrative claims. But generally, to file a lawsuit, you need to submit facts and arguments in writing to a federal court. You may also have to testify in person. You could be asked very personal questions

over many hours. You might be asked to do a medical or psychological evaluation, depending on the type of harm. If you decide to file a lawsuit, it may be helpful to have assistance from a lawyer.

- **Possible outcomes:** Lawsuits can take years to complete. At the end of a lawsuit, the federal judge could deny your claim and you would receive no money. Or, the judge could grant your claim and award you an amount of money that the judge decides on. Or, the government could offer to pay you money to end the case before the judge reaches a decision (this is called a “settlement”).

What are the chances of winning and how much money can I win?

In many cases, FTCA claims are not successful. Many people receive no money at all or have to wait many years before they receive money. Often, people must file a lawsuit before they win money.

If you do win money, the amount depends upon many factors, such as how badly someone was hurt and if the person has a lawyer. FTCA claims are sometimes “settled,” which means that the person who was harmed and the government come to an agreement on an amount of money to end the case. Or, the FTCA claim can be decided by a judge.

In one example, in 2019, a mother and son received a \$125,000 settlement for abuse they suffered while crossing the border and at a detention center.

I am an immigrant. Will filing an FTCA claim affect my immigration case?

We do not know. Below is some information to consider.

If you file an FTCA claim, it will include your name and other personal information, and will be filed directly with the agencies where the government official who harmed you works. These government agencies will have your information, they will know that you filed an administrative complaint, and will understand that you could decide to file a lawsuit in court. We have not yet heard of cases where the U.S. government has retaliated against someone who filed an FTCA claim, but it is possible that this could happen in the future. The risk of retaliation could be higher if you are an immigrant living in the United States.

Filing a FTCA claim is a completely different process than your immigration case. However, if there is any inconsistency between the information included in your FTCA claim and your immigration case, that could negatively affect your immigration case.

If you win your FTCA claim, you do not automatically get immigration status or any other immigration benefit.

If you have questions about whether filing a claim under the FTCA is safe for your immigration case, you may want to try to talk to an immigration lawyer¹.

How to File a Claim

1. Decide whether filing a claim is right for you.

This guide explains how to file a claim for money damages if the U.S. government harmed you, using a law called the Federal Tort Claims Act (FTCA).

¹ One of the resources for finding legal help is <https://asaptogether.org/en/find-help/>

The FTCA process has two steps, and can take a long time. Step One is filing an administrative claim directly with the government agencies that harmed you. If you decide to file an FTCA claim, you must complete Step One within two years of when the harm happened. Step Two is filing a lawsuit in federal court. Some people never do Step Two. This guide explains how to complete the first step.

Learn more about the FTCA process in the section “Who can sue?”, including the benefits and risks of filing a claim.

2. Identify what agencies to file a claim against.

You can file an FTCA claim against all of the federal agencies that were involved in harming you. You can file the claim against all of the federal agencies at the same time, using the same form. If you are not sure whether an agency was involved or not, you can include the agency to be safe.

Here are some examples of federal agencies:

- **Immigration and Customs Enforcement (ICE):** If you were harmed by ICE officers, you can file the claim with ICE. You can also list the Department of Homeland Security (DHS), the larger agency that ICE is part of.
- **Customs and Border Protection (CBP):** If you were harmed by Border Patrol officers, you can file the claim with CBP. You can also list DHS, the larger agency that CBP is part of.
- **Unknown immigration officials:** If you are not sure whether the officers who harmed you were part of ICE or CBP, you can file a claim with both agencies. You can also list DHS, the larger agency that both ICE and CBP are part of.
- **U.S. Citizenship and Immigration Services (USCIS):** If you were harmed by a USCIS employee or at a USCIS appointment, you can file a claim with USCIS. You can also list DHS, the larger agency that USCIS is part of.
- **Executive Office of Immigration Review (EOIR):** If you were harmed by an employee of the immigration courts or at an immigration court hearing, you can file a claim with EOIR. You can also list the Department of Justice (DOJ), the larger agency that EOIR is part of.
- **Department of Health and Human Services (HHS):** If your claim is related to medical care provided by a U.S. health employee, you can file a claim with HHS.

However, if you were harmed by someone who works for a state government, or who is a private contractor, or who does not work for the government at all, then the FTCA is not the right legal process. You may be able to seek money damages using a different process.

3. Complete Standard Form-95.

You can find a blank version of Standard Form-95 here². If more than one person in your family was harmed, fill out a separate Standard Form 95 for each family member. Below is information on how to fill out each box of the form.

- **Box 1:** List all of the federal agencies in the U.S. government that were involved in harming you. There could be one agency, or multiple agencies. See Step 2, above.
- **Box 2:** List the name of the person making the FTCA claim and the address where you can receive mail. You can file an FTCA claim for yourself, your minor child, or in some cases a family member who has died.

² Attached, and also available at: <https://www.gsa.gov/system/files/SF95-07a.pdf>

- If the government agency wishes to settle your claim, they should reach out to the address listed on this form. But it could take many years to hear from the government, so you want to make sure this is an address where you will receive mail for many years.
- If you have a lawyer, you can list the lawyer's address instead of your address.
- **Box 3:** This box asks whether you were employed by the U.S. military or whether you are a civilian, which means you were not employed by the U.S. military. Most people will check the box for "civilian."
- **Box 4:** List your date of birth. The date should be written with the month first, followed by the day, followed by the year.
- **Box 5:** State if you are married, single, widowed, or divorced.
- **Box 6:** List the month and year that you were harmed by the U.S. government. If the harm happened over a period of time, list both the month and year the harm began and the month and year the harm ended.
- **Box 7:** This box asks for the time of day when you were harmed. If you were harmed during both the morning and night, you could write A.M. and P.M.
- **Box 8:** This box asks you to explain what happened when you were harmed by the government. If you want to include additional information that does not fit in the box, you can also write "see attached" and attach a document where you have written more information. Here are some questions to think about and answer here:
 - What did the government employees do to harm you? How did you know they were government employees? What government agency do you think they were from? If there were multiple events of harm, you can summarize all of them.
 - When did the harm happen? You can list a general time frame, using months and years. You do not need to list specific dates on the form. If the harms happened over a period of time, you can say the overall time period.
 - Where did the harm happen?
 - Were you physically hurt or injured? Was your child physically hurt or injured?
 - Did anyone threaten, intimidate, or mistreat you?
 - Did you suffer emotional distress because of your interaction with the government employees?
 - Was your property damaged, for example your car or your home? Or did the government employees take your property and not return it?
 - Were you separated from your child, parent, spouse, or other family member?
 - Were you wrongfully arrested or detained?
 - If you were arrested or detained, what was your experience like? How were you treated when arrested or at detention facilities by government employees?
 - Did you experience any medical problems or receive inadequate medical treatment?
 - Were you wrongfully deported to a country that is not your country of origin?
 - Did you lose income because of what happened?
- **Box 9:** This box asks if your property was damaged in the United States. If your property was damaged, for example your car or your home, you can include that information. If your property was not damaged, you can write "not applicable."
- **Box 10:** This box asks you to explain the injuries that you suffered. In this box, you can list any physical injuries, emotional distress, and other harms.

- **Box 11:** This box asks for the names and addresses of witnesses. The witnesses can include you, family members, friends, medical experts, and employees of the U.S. government. For example, under “Name,” someone might write “Employees of the federal agencies listed in Box 1 above, myself and my family members and friends and medical experts.” Under “Address,” someone might write: “Federal agencies listed in Box 1 above, myself and my family members listed in Box 2 above.”
- **Box 12a:** This box asks for the amount of money you wish to claim for any property damage. If your property was not damaged, you can leave this box blank. If your property was damaged (for example your car or your home), you can estimate the cost of the damage and enter that amount. The amount you put in this box is the maximum you could receive from the U.S. government for property damage. Listing an amount of money on the form does not mean that you will receive that much money, even if you win your FTCA case.
- **Box 12b:** This box asks for the amount of money that you wish to claim for the injuries that you have suffered. This includes both physical injuries and emotional distress. For example, we have seen people list amounts from \$1,000,000 to \$10,000,000 as an estimate for the physical harms, lost income, medical bills, emotional distress, and other harms that they suffered. The amount you put in this box is the **maximum** you can receive from the U.S. government for your injuries. Listing an amount of money on the form does not mean that you will receive that much money, even if you win your FTCA case.
- **Box 12c:** This box asks for the amount you wish to claim for wrongful death. If you are not filing a claim because someone died, you do not need to fill out this box.
- **Box 12d:** This box asks for the total amount that you wish to claim for the injuries that you suffered. The amount in this box should be the total of boxes 12a, 12b, and 12c.
- **Box 13a:** This is the box where you will sign your name. After you have filled out the form, print as many copies as you need and sign your name in blue ink on each one. If the form is for a child under 18 years old, a parent can sign the form for them.
- **Box 13b:** List a phone number. If the government agency wants to offer you money to resolve your claim, they are supposed to reach out to the number listed on this form.
- **Box 14:** Include the date when you are signing the form.
- **Box 15:** This box asks if you have accident insurance. If you do not have accident insurance, check the box for “No.”
- **Boxes 16, 17, 18, and 19:** These boxes ask additional questions about accident insurance. If you do not have accident insurance, you can leave these boxes blank.

4. Consider including additional information or evidence.

If you need more space for any of the answers on the form, you can include a separate document. In the document, you can write “Standard Form 95 - Attachment” at the top, and write your name. Then you can write the number of the answers you need more space for (for example “Answer #8”), and the additional information you want to include.

Also, if you have evidence about what happened to you and the harms you suffered, you can choose to include it with the Standard Form-95, or you can save it for later. For example, you might have photographs of your injuries, medical bills, bills for property damage, or other types of evidence. If you choose to include evidence with the Standard Form-95, be sure to submit copies, not the originals.

Whether or not you include the evidence with Standard Form-95, it is a good idea to save any evidence you have now, because it will be important to have later if you decide to file a lawsuit in federal court.

5. Print and sign all copies of Standard Form-95.

Print as many copies of the Standard Form-95 and the attachments as you need. You should have one copy for every agency listed in Box 1, and also an extra copy to save for your records.

On each copy, sign Box 13a, preferably in blue ink. If the form is for a child under 18 years old, a parent can sign the form for them.

6. Mail the copies to the agencies and save proof of mailing.

Mail a packet to the mailing addresses of each of the government agencies that harmed you. Some common addresses are listed below. If possible, get a tracking number when you mail the packet, and save the mailing receipt and proof of delivery. This shows the date that you filed your FTCA claim.

ICE:

Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street, SW, Mailstop 5900
Washington, DC 20536

For ICE, you can also choose to email your FTCA claim instead of sending it by mail. If you choose to email, send the entire packet as an attachment to this email address: OPLA-DCLD-TortClaims@ice.dhs.gov.

CBP:

CBP says to send your FTCA claim to the CBP location closest to where the harm happened. So you will need to look up the mailing address on a CBP website:

- If the harm happened at a Border Patrol station or detention center, you can find a list of stations on this CBP website³. Click on the station, and you should see a mailing address displayed.
- If the harm happened anywhere else, for example at a border crossing or in the city where you live, you can visit this CBP website⁴, click on the state, and then select the location closest to where the harm happened. You should see a mailing address displayed.

USCIS:

U.S. Citizenship and Immigration Services
Office of the Chief Counsel
20 Massachusetts Ave. NW, Room 4210
Washington, DC 20529-2260

³ <https://www.cbp.gov/border-security/along-us-borders/border-patrol-sectors>

⁴ <https://www.cbp.gov/about/contact/ports>

DHS:

Office of the General Counsel
U.S. Department of Homeland Security
245 Murray Lane, SW
Mailstop 0485
Washington, DC 20528-0485

EOIR:

Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

DOJ:

Attorney General
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001

HHS:

U.S. Dept. of Health and Human Services
Office of the General Counsel
General Law Division
Claims and Employment Law Branch
330 C Street, SW
Attention: CLAIMS
Switzer Building, Suite 2100
Washington, DC 20201

7. Understand what happens next.

After you submit your claim, the agencies might send you a letter confirming that they received it, or they might not. They might ask you for evidence that the harm occurred. They might deny your claim. They might offer to pay you money. Or, they might ignore you for a long time.

Depending on what the agency does, you can decide whether to take the next step, and file a lawsuit in federal court. The federal court process can take years. If the agency denies your claim, you have **6 months from the date of the denial** to file a lawsuit in federal court. Some people never do this step. If the agency has not made a decision on your claim for more than 6 months, you can choose to file a lawsuit in federal court at that time, or you can continue to wait.

Scan this QR code with your phone's camera to read this guide online.



CLAIM FOR DAMAGE, INJURY, OR DEATH		INSTRUCTIONS: Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.		FORM APPROVED OMB NO. 1105-0008	
1. Submit to Appropriate Federal Agency:			2. Name, address of claimant, and claimant's personal representative if any. (See instructions on reverse). Number, Street, City, State and Zip code.		
3. TYPE OF EMPLOYMENT ☐ MILITARY ☐ CIVILIAN	4. DATE OF BIRTH	5. MARITAL STATUS	6. DATE AND DAY OF ACCIDENT	7. TIME (A.M. OR P.M.)	
8. BASIS OF CLAIM (State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurrence and the cause thereof. Use additional pages if necessary).					
9. PROPERTY DAMAGE					
NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, Street, City, State, and Zip Code).					
BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF THE DAMAGE AND THE LOCATION OF WHERE THE PROPERTY MAY BE INSPECTED. (See instructions on reverse side).					
10. PERSONAL INJURY/WRONGFUL DEATH					
STATE THE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE THE NAME OF THE INJURED PERSON OR DECEDENT.					
11. WITNESSES					
NAME		ADDRESS (Number, Street, City, State, and Zip Code)			
12. (See instructions on reverse). AMOUNT OF CLAIM (in dollars)					
12a. PROPERTY DAMAGE	12b. PERSONAL INJURY	12c. WRONGFUL DEATH	12d. TOTAL (Failure to specify may cause forfeiture of your rights).		
I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE INCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM.					
13a. SIGNATURE OF CLAIMANT (See instructions on reverse side).			13b. PHONE NUMBER OF PERSON SIGNING FORM	14. DATE OF SIGNATURE	
CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM			CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS		
The claimant is liable to the United States Government for a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages sustained by the Government. (See 31 U.S.C. 3729).			Fine, imprisonment, or both. (See 18 U.S.C. 287, 1001.)		

INSURANCE COVERAGE

In order that subrogation claims may be adjudicated, it is essential that the claimant provide the following information regarding the insurance coverage of the vehicle or property.

15. Do you carry accident Insurance? ☐ Yes If yes, give name and address of insurance company (Number, Street, City, State, and Zip Code) and policy number. ☐ No

16. Have you filed a claim with your insurance carrier in this instance, and if so, is it full coverage or deductible? ☐ Yes ☐ No

17. If deductible, state amount.

18. If a claim has been filed with your carrier, what action has your insurer taken or proposed to take with reference to your claim? (It is necessary that you ascertain these facts).

19. Do you carry public liability and property damage insurance? ☐ Yes If yes, give name and address of insurance carrier (Number, Street, City, State, and Zip Code). ☐ No

INSTRUCTIONS

Claims presented under the Federal Tort Claims Act should be submitted directly to the "appropriate Federal agency" whose employee(s) was involved in the incident. If the incident involves more than one claimant, each claimant should submit a separate claim form.

Complete all items - Insert the word NONE where applicable.

A CLAIM SHALL BE DEEMED TO HAVE BEEN PRESENTED WHEN A FEDERAL AGENCY RECEIVES FROM A CLAIMANT, HIS DULY AUTHORIZED AGENT, OR LEGAL REPRESENTATIVE, AN EXECUTED STANDARD FORM 95 OR OTHER WRITTEN NOTIFICATION OF AN INCIDENT, ACCOMPANIED BY A CLAIM FOR MONEY

Failure to completely execute this form or to supply the requested material within two years from the date the claim accrued may render your claim invalid. A claim is deemed presented when it is received by the appropriate agency, not when it is mailed.

If instruction is needed in completing this form, the agency listed in item #1 on the reverse side may be contacted. Complete regulations pertaining to claims asserted under the Federal Tort Claims Act can be found in Title 28, Code of Federal Regulations, Part 14. Many agencies have published supplementing regulations. If more than one agency is involved, please state each agency.

The claim may be filled by a duly authorized agent or other legal representative, provided evidence satisfactory to the Government is submitted with the claim establishing express authority to act for the claimant. A claim presented by an agent or legal representative must be presented in the name of the claimant. If the claim is signed by the agent or legal representative, it must show the title or legal capacity of the person signing and be accompanied by evidence of his/her authority to present a claim on behalf of the claimant as agent, executor, administrator, parent, guardian or other representative.

If claimant intends to file for both personal injury and property damage, the amount for each must be shown in item number 12 of this form.

DAMAGES IN A **SUM CERTAIN** FOR INJURY TO OR LOSS OF PROPERTY, PERSONAL INJURY, OR DEATH ALLEGED TO HAVE OCCURRED BY REASON OF THE INCIDENT. THE CLAIM MUST BE PRESENTED TO THE APPROPRIATE FEDERAL AGENCY WITHIN **TWO YEARS** AFTER THE CLAIM ACCRUES.

The amount claimed should be substantiated by competent evidence as follows:

(a) In support of the claim for personal injury or death, the claimant should submit a written report by the attending physician, showing the nature and extent of the injury, the nature and extent of treatment, the degree of permanent disability, if any, the prognosis, and the period of hospitalization, or incapacitation, attaching itemized bills for medical, hospital, or burial expenses actually incurred.

(b) In support of claims for damage to property, which has been or can be economically repaired, the claimant should submit at least two itemized signed statements or estimates by reliable, disinterested concerns, or, if payment has been made, the itemized signed receipts evidencing payment.

(c) In support of claims for damage to property which is not economically repairable, or if the property is lost or destroyed, the claimant should submit statements as to the original cost of the property, the date of purchase, and the value of the property, both before and after the accident. Such statements should be by disinterested competent persons, preferably reputable dealers or officials familiar with the type of property damaged, or by two or more competitive bidders, and should be certified as being just and correct.

(d) Failure to specify a sum certain will render your claim invalid and may result in forfeiture of your rights.

PRIVACY ACT NOTICE

This Notice is provided in accordance with the Privacy Act, 5 U.S.C. 552a(e)(3), and concerns the information requested in the letter to which this Notice is attached.

A. **Authority:** The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 28 U.S.C. 501 et seq., 28 U.S.C. 2671 et seq., 28 C.F.R. Part 14.

B. **Principal Purpose:** The information requested is to be used in evaluating claims.

C. **Routine Use:** See the Notices of Systems of Records for the agency to whom you are submitting this form for this information.

D. **Effect of Failure to Respond:** Disclosure is voluntary. However, failure to supply the requested information or to execute the form may render your claim "invalid."

PAPERWORK REDUCTION ACT NOTICE

This notice is solely for the purpose of the Paperwork Reduction Act, 44 U.S.C. 3501. Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Torts Branch, Attention: Paperwork Reduction Staff, Civil Division, U.S. Department of Justice, Washington, DC 20530 or to the Office of Management and Budget. Do not mail completed form(s) to these addresses.