

## Instructions for Submitting a Sworn Written Statement, Authorization or Form

### A. How to Submit a Sworn Written Statement, Authorization or Form

Submit Sworn Written Statements, Authorizations and Forms to the Claims Administrator in one of the following ways:

1.	<b>Regular Mail</b>	Deepwater Horizon Economic Claims Center PO Box 10272 Dublin, OH 43017-5772
2.	<b>Overnight, Certified or Registered Mail</b>	Deepwater Horizon Economic Claims Center c/o Claims Administrator 5151 Blazer Parkway Suite A Dublin, OH 43017
3.	<b>Fax</b>	(888) 524-1583
4.	<b>Email Attachment</b>	<a href="mailto:ClaimForms@deepwaterhorizoneconomicsettlement.com">ClaimForms@deepwaterhorizoneconomicsettlement.com</a>
5.	<b>Online</b>	If you filed your claim using the DWH Portal, you can complete and submit select Sworn Written Statements, Authorizations and Forms online. Section B lists Sworn Written Statements, Authorizations and Forms that you can complete online. You may complete and submit these select documents online because they must be completed and signed by the Claimant. Sworn Written Statements that must be completed and signed by a third party may be found on the public website in editable PDF format.
6.	<b>Upload</b>	If you filed your claim using the DWH Portal, you may upload Sworn Written Statements, Authorizations and Forms using the Portal.

### B. Sworn Written Statements, Authorizations and Forms You Can Complete Online

	Form Number	Damage Category	Title
1.	SWS-3	Seafood Compensation Plan	Seafood Crew Compensation Plan Claimant Sworn Written Statement
2.	SWS-7	Individual Economic Loss	Category IV Claimant Sworn Written Statement
3.	SWS-9	Individual Economic Loss	Missing Tax and Pay Period Documentation Sworn Written Statement
4.	SWS-10	Individual Economic Loss	Schedule C or F Activity Sworn Written Statement
5.	SWS-13	Individual Periodic Vendor or Festival Vendor Economic Loss	Individual Periodic Vendor Sworn Written Statement
6.	SWS-15	Individual Periodic Vendor or Festival Vendor Economic Loss	Festival Vendor Sworn Written Statement
7.	SWS-18	Business Economic Loss	Failed Business Authorized Business Representative Sworn Written Statement
8.	SWS-19	Business Economic Loss	Failed Business Sweat Equity Sworn Written Statement
9.	SWS-22	Business Economic Loss	Property Owner-Manager Sworn Written Statement
10.	SWS-23	Business Economic Loss	Proximity to Another MDL 2179 Business Claimant Sworn Written Statement

11.	SWS-26	Business Economic Loss	Non-Replaced Spill-Related Reservation or Contract Cancellation
12.	SWS-27	Business Economic Loss	Multi-Facility Business Documentation Sworn Written Statement
13.	SWS-34	Business Economic Loss	Failed Business Proof of Revenue Decline Sworn Written Statement
14.	SWS-28	Coastal Real Property	Coastal Real or Personal Property Physical Damage Claimant Sworn Written Statement
15.	SWS-30	Wetlands Real Property	Wetlands Real or Personal Property Physical Damage Claimant Sworn Written Statement
16.	SWS-35	Vessel Physical Damage	Claimant Vessel Physical Damage Sworn Written Statement
17.	A-1	General	Authorization for Release of Employment or Education Records

**C. Special Instruction for Submitting the Claimant Request to Change Representation Form (AR-1)**

To submit a **Claimant Request to Change Representation Form (AR-1)**, send the Form to the Claims Administrator as an email attachment. Send the attachment to [AttorneyQuestions@dhecc.com](mailto:AttorneyQuestions@dhecc.com).