

INSTRUCTIONS FOR SUBMITTAL OF CLAIM APPLICATION PACKAGE

Claim application packages may be submitted to the Cleanup Fund either electronically as an upload to GeoTracker or in hard copy (e.g., by mail). All claim application packages must include:

- [Claim Application Cover Sheet](#),
- [Claim Application](#), and
- Supporting Documents.

The [Claim Application Cover Sheet](#) includes links to the [Frequently Asked Questions](#) (FAQs), which can also be found at:

http://www.waterboards.ca.gov/water_issues/programs/ustcf/faqs/index.shtml.

The FAQs provide information about all aspects of the claim application process and contents of the [claim application](#) including the supporting documents that must be included to determine eligibility.

DO NOT submit a claim application package unless it includes ALL the necessary supporting documents. Incomplete claim application packages will NOT be accepted for review.

Electronic Submittal (GeoTracker):

Claimants may submit claim applications electronically as an upload to GeoTracker.

- Download the [Claim Application and Claim Application Cover Sheet](#) from the website at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/claimformsinfo.shtm.
- Assemble the claim application package in the following order:
 - (1) [Claim Application Cover Sheet](#)
 - (2) [Claim Application](#)
 - (3) Supporting Documents

The [Claim Application Cover Sheet](#) provides a list of supporting documents. It is recommended that the supporting documents be assembled in the order shown on the [Claim Application Cover Sheet](#).

- Create a single electronic file of the entire claim application package by scanning these documents and saving as one PDF file.
 - Electronically bookmark the claim application package in the order listed in the [Claim Application Cover Sheet](#) as noted below. Detailed instructions for [electronically bookmarking](#) your PDF file can be found at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_qto/Bookmarking.pdf.

- Create a divider page and label it for each subject listed on the [Claim Application Cover Sheet](#). This divider is the first page for each subject listed on the [Claim Application Cover Sheet](#). [Electronically bookmark](#) each subject divider page within the PDF claim application.
- Detailed instructions for uploading the claim application package can be found in the Claim Application User Guide on the Fund’s website under the Fund GTO tab at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/.
- **A hard copy of the signature page of the [claim application](#) (page 21) with a “wet” signature must be mailed to the address below within two weeks of the electronic submission.**

Review of complete claim applications will begin prior to receipt of the “wet” signature. However, no determination of eligibility can be made until the wet signature is received.

Hard Copy Submittal (Mail, etc.):

Claimants may submit claim application packages in hard copy.

- Claim application packages should be assembled in the same manner described above under Electronic Submittal:
 - (1) [Claim Application Cover Sheet](#)
 - (2) [Claim Application](#)
 - (3) Supporting Documents

The [Claim Application Cover Sheet](#) provides a list of supporting documents. It is recommended that the supporting documents are assembled in the order shown on the [Claim Application Cover Sheet](#).

Bookmark the claim application by creating a divider page and label it for each subject listed on the [Claim Application Cover Sheet](#). This divider is the first page for each subject listed on the [Claim Application Cover Sheet](#).

- Ensure that the signature page of the [Claim Application](#) (page 21) has a **“wet” signature**.
- The claim application package must be addressed to:

Underground Storage Tank Cleanup Fund (USTCF)
 Division of Financial Assistance
 State Water Resources Control Board
 P.O. Box 944212
 Sacramento, CA 94244-2120