

## **Steps for filing an Appeal:**

1. Explain in writing why you think the decision about the amount or type of assistance you received is not correct.
  - When submitting your letter, please include your full name, date and place of birth, and address. In addition, your letter must be either notarized, include a copy of a state issued identification card, or include the following statement, "I hereby declare under penalty of perjury that the foregoing is true and correct." You must sign the letter.
  - If someone other than you or the co-applicant is writing the letter, then a statement must be included saying that that person may act for you.
2. Include the FEMA application number and disaster number (shown at the top of your decision letter) in your letter of appeal.
3. Mail your appeal letter to:  
FEMA  
National Processing Service Center  
P. O. Box 10055  
Hyattsville, MD 20782-7055
4. You can Fax your appeal letter to:  
(800) 827-8112  
Attention: FEMA

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Fax Instructions for FEMA

FAX # 1-800-827-8112

On EACH page, please PRINT CLEARLY the following information:

(Print along the SIDE margin – not across the top or bottom)

LAST NAME, FIRST NAME Disaster # 4393 Registration # \_\_\_\_\_ Page # \_\_\_\_ of \_\_\_\_