

Public Safety Officers' Benefits Program
Documentation Instructions for Volunteer Fire Departments

The Public Safety Officers' Benefits (PSOB) Act requires that a Volunteer Fire Department (VFD) be organized, formed, or chartered by a unit of government to act on its behalf in providing fire services to the general public. To establish the eligibility of your VFD under the PSOB Act, please provide the following documentation:

A. If VFD is a nonprofit/chartered corporation:

1. A statement, signed by an elected official such as a mayor, county commissioner, etc. and also notarized, which states:

“The (insert name of VFD) is legally organized and is authorized by the (insert name of government agency) to act on its behalf by providing fire services, as its primary function, to the community of (insert name of jurisdiction).”

2. A certified copy of the charter or minutes of the government agency's meeting establishing the VFD as that government agency's VFD.

B. If VFD is a unit of government which utilizes volunteers:

1. A statement, signed by an elected official and also notarized, which states:

“The (insert name of VFD) is a unit of (insert level of government), government, using volunteer firefighters.”

Please do not hesitate to contact the PSOB Office at 202-307-0635 or toll-free at 888-744-6513 if you have any questions about fulfilling this requirement.