








ShelterPoint has put together an easy chart to explain what forms you need, and who you need to fill out those forms, depending on the type of leave taken.

PFL Claim Type	PFL-1 form <i>Request for Paid Family Leave</i>	PFL-2 form <i>Bonding certification</i>	PFL-3 form <i>Release of personal health information</i>	PFL-4 form <i>Certification of care</i>	PFL-5 form <i>Military qualifying event certification</i>	Supporting Documentation
Bonding		 <i>Completed by you</i>				 <i>Proving your relationship with the child. Ex. Birth certificate</i>
Caregiver	<i>Part A: completed by you</i> & <i>Part B: Completed by your employer. (They must complete their section & return to you within 3 business days)</i>		 <i>Completed by the "Care recipient" (the family member you're providing care for)*</i>	 <i>Completed by you & the health care provider treating your family member</i>		
Military Exigency					 <i>Completed by you & any applicable third party</i>	 <i>Documents evidencing military members status and the need for leave</i>

*This is filed with their health care provider, so the provider can fill out the PFL-4 form. Do not file PFL-3 form with your insurance carrier.