

statutory declaration

My Baggage File Reference: [Enter Baggage File Ref]

I / We, [Type your name(s)] of [Type the Country] in the State of [Type the State], make the following declaration under the Statutory Declarations Act 1959:

1. On [Insert date] I / we travelled on Virgin Australia group of airlines flight number [Insert flight number] from [Departure name] to [Destination name] ("Flight").
2. During the Flight, the following items of my / our baggage, Tag No(s) [Type Tag number], ("Baggage") as described in Section 4 of Schedule A to this Declaration, which were checked in as registered baggage.
3. The Baggage went missing / was damaged as described in Section 6 / Section 7 of Schedule A to this Declaration.
4. The items listed and described in Section 8 of Schedule A to this Declaration ("Items") were contained in the abovementioned missing / damaged Baggage and have also been mislaid / damaged in the manner described in Section 6 / Section 7 of Schedule A to this Declaration.
5. The original purchase cost of the missing / damaged Baggage and / or Items and the cost to repair the damaged Baggage and / or Items is set out in Section 6 / Section 7 of Schedule A to this Declaration.
6. The amount I am / we are claiming from Virgin Australia is \$[Type amount]AUD, which I / we believe to be a fair amount taking into account age, wear and tear and general condition of the Baggage and Items concerned at the time of the Flight.
7. I / We will notify Virgin Australia as soon as possible if the Baggage is returned to me / us.
8. I / We understand that a person who intentionally makes a false statement in a Statutory Declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959.

I/We believe that the statements in this declaration are true in every particular.

(Signature of person making the declaration)

Made and declared at _____ on the _____ day of Month _____ Year

Before me:

(Signature of person before whom the declaration is made)

A Justice of the Peace / Solicitor

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 – see section 5A of the Statutory Declarations Act 1959.

schedule A

mishandled and/or damaged baggage questionnaire & claim form

This form will (1) supply comprehensive additional information that may augment the tracing process, and (2) to be used as the basis of a claim should the search for your bag prove unsuccessful, and (3) this form will also be used when claiming for damage to a bag and/or its contents or for alleged pilferage.

Claims for missing baggage, please complete all sections except section 6.

Claims for damaged/pilferage, please complete all sections except sections 4 and 7.

Claims for essential items purchased whilst the checked baggage was delayed, please complete section 8.

Section 1 Guest details			
We respectfully remind all customers making a claim for lost or damaged baggage that details of their bag(s) and contents, including description, date of purchase, place of purchase, and cost of purchase, along with purchase receipts must be sent to the Virgin Australia group of airlines with this signed claim form before any settlement is considered.			
Claims will be assessed in line with your Terms and Conditions of Carriage and depreciation will be deducted.			
Surname			
First name		Initials	
Permanent address		Temporary address	
Telephone		Telephone	
Mobile		Mobile	
E-mail		Date leaving	
Frequent flyer ID		Reservation no.	
Frequent flyer Tier			

Section 4 Missing checked bag details	
Number of persons travelling together	
Bags check in at	
How long before the scheduled time of departure did you check-in your baggage	
Bag last seen at	
Baggage tagged to (city shown on tag)	
Was your baggage re-checked in or rerouted and new tags issued	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	
Is your name on your baggage	Yes <input type="checkbox"/> No <input type="checkbox"/>
What type of name tag was used	
Is there any other name on your bag apart from your own	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	
Could there be any old cargo/ baggage labels on your bags	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	
Was there any other identification on the bag (i.e. tags, stickers, ribbons etc.)	
Were you charged any baggage fees at check in such as excess baggage	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much and what was the charge for	
(Baggage charge receipt must be enclosed)	

Section 5 Insurance details	
If you did not notify the Virgin Australia group of airlines of the loss at the airport, please state reason for delay	
Have you already notified another air carrier about the mishandling of your baggage Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please give details	
Notified [Persons name] in [Type details] [Type date]	
Have you made any previous claims against any carrier	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which carrier?	
Was your bag insured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you notified your insurers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to claim from your insurers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance company name, address and telephone number	
[Insurance Company name]	
[Insurers address]	
[Insurers telephone number]	
*If you are making a claim from your insurers it is not necessary to send purchase receipts, tickets or baggage claim tags to the Virgin Australia group of airlines.	

Section 9

Please ensure you have enclosed*:

- Copies of your ticket (or e ticket itinerary)
- Baggage tag claim receipts/stickers
- Proof of purchase receipts (if receipts are not provided, depreciation may apply)
- Repair estimates (damage only)
- Pictures of damaged bag
- Any baggage charge receipt
- Government issued photo identification of the claimant (e.g. driver's licence, passport)

*These items are not required by Virgin Australia group of airlines if you are making a claim through your own insurers.

Please scan and email this completed and signed form together with the relevant paperwork to:

Email:

baggage.claims@virginaustralia.com

U.S. residents by post to:

Virgin Australia Baggage Claims
5757 W Century Blvd Ste 865
Los Angeles, CA 90045 USA

Non-U.S. residents by post to:

Virgin Australia Baggage Claims
P.O. Box 1034
Spring Hill Qld Australia 4004
Fax: +61 7 3295 5642

Virgin Australia Baggage Tracing and Claims Centre can be contacted on the following numbers:

From Australia (Toll Free):	1300 170 911
From New Zealand (Toll Free):	0800 443 744
From USA (Toll Free):	866 810 7162
From all other Countries (International tolls apply)	+61 7 3295 2257

Virgin Australia is committed to protecting the privacy of your personal information. For information about how we handle your personal information, please refer to our Privacy Policy: www.virginaustralia.com/privacypolicy