



Information Needed to Complete Claim for Damages Form

Note: Any information listed with an "" is required information and must be provided to complete the online claim for damages form. All other information is optional. You will not be able to save your online form and return to it later. Please have all the necessary information available prior to starting the online form.*

- Claimant Information:
 - Name*
 - Date of Birth*
 - Social Security Number
 - Driver License Number
 - Cell Phone Number*
 - Address*
 - Email
- Contact information for notices to be sent (if different than claimant):
 - Name
 - Address
 - Phone Number
 - Email
- Incident Information:
 - Date of incident*
 - Location of the incident*
 - Description of the damage, loss or injury*
 - Why you believe the City is responsible?*
 - If you spoke to a City employee during the incident, their name
- Witness Information
 - Name
 - Address
 - Phone Number
- Claim Amounts
 - Total amount of claim
 - Itemized list of damages or losses*
 - Attachments of photos, receipts, supporting documents for your claim