

**INSTRUCTIONS FOR COMPLETING THE
SNOHOMISH COUNTY
CLAIM FOR DAMAGES FORM**

Before completing a Claim for Damages form, please read these instructions and the form in its entirety.

Complete the Claim for Damages form giving specific details about your damage or loss.

Please type or print legibly.

Include dates, times, and relevant witness information. It is to your advantage to also present with your claim relevant supporting documents, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property repairs, etc.

Please note all submitted documents, including the Claim for Damages form itself, are subject to the Washington State public disclosure statutes.

Sign and date the completed form and mail or deliver to:

Snohomish County Risk Manager
3000 Rockefeller Avenue, M/S 610
Everett, WA 98201-4046

If the information requested cannot be provided in the available space provided, please use additional sheets as necessary.

NOTICE: No damage can be paid by Snohomish County unless a claim complying with Washington State Law is presented to the Snohomish County Risk Manager. All submitted documents are subject to the Washington State public disclosure statutes. The submitted Claim for Damages must contain an original signature. Copies, facsimiles, or forms without a signature will be rejected.