



INSTRUCTIONS FOR COMPLETING A CLAIM FOR DAMAGES FORM

- Before filing a Claim for Damages Form, please read these instructions, the Claim form and other appropriate forms in their entirety.
- Type or print clearly in ink.
- Sign the form in the presence of a Notary Public and have the document notarized.
- Provide all requested information and any available documents or evidence supporting your claim, such as a vehicle accident report, medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so that the claim can be easily read and understood.
- Claims must be received by the Ridgefield City Clerk, City Hall, 230 Pioneer St., PO Box 608, Ridgefield, WA 98642 between 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays.