### CLAIM FORM GENERAL INSTRUCTIONS

You must use ink or type the information. Although no filing fee is charged, the signed claim form with all evidence attached is required. If an attorney is involved, the Claimant and the attorney must sign the claim form. KRS 49.180 states no claim shall be brought before the commission unless the total amount of damages claimed is $250 or greater. The maximum award shall not exceed a single individual award of $250,000 and multiple claims shall not exceed a total award of $400,000 for a single act of negligence.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Information about the claimant only.</td>
</tr>
<tr>
<td>II</td>
<td>Name the State agency involved.</td>
</tr>
<tr>
<td>III</td>
<td>The name of the person that referred you to the Board of Claims.</td>
</tr>
<tr>
<td>IV</td>
<td>Date and time of the incident. Must generally be filed within one year.</td>
</tr>
<tr>
<td>V</td>
<td>Provide incident information. <strong>Be specific.</strong></td>
</tr>
<tr>
<td>VI</td>
<td>Give a complete incident description</td>
</tr>
<tr>
<td>VII</td>
<td>Describe completely how the state agency or employee was at fault.</td>
</tr>
<tr>
<td>VIII</td>
<td>State the exact dollar amount of your claim and include itemized receipt(s), OR at least two repair estimates for damages</td>
</tr>
<tr>
<td>IX</td>
<td>Complete this section if a motor vehicle was involved, with a copy of the police report, if any. You must submit verification of the amount of your deductibles on your car insurance policy, i.e., either insurance declaration page or insurance card if the deductibles are listed on it.</td>
</tr>
</tbody>
</table>

Personal Injuries must be supported with proper documentation, insurance policy numbers, effective dates etc. Other damage must be supported with proper insurance information, policy number, effective dates and deductible.

The Board of Claims accepts claim forms by mail, fax, or email.

No claims can be granted for the following:
- Claims under $250.
- Claims for pain and suffering.
- Collateral, dependent or subrogation claims.
- Claims where a state agency has no jurisdiction (i.e., areas or events where legal responsibility lies with contracted entities or non-state agencies).

**YOU MUST SIGN** as the claimant and you **MUST provide your Social Security or Federal ID** before your claim can be investigated or submitted for a hearing.

*Revised 09/2020*
CLAIM FORM

COMPLETE ALL SECTIONS THAT APPLY TO YOUR SPECIFIC CLAIM

Through KRS 49.020, the Board of Claims is vested with authority to compensate persons for damages sustained to person or property as a result of negligence on the part of the Commonwealth. The burden of proof that the Commonwealth was negligent rests with you. The Board of Claims will not find the Commonwealth negligent simply because an incident occurred on state property; fault must be found. Negligence must be proven before an award can be made. Please provide all facts, statements by witnesses (in writing), or any other proof you have that you believe would be helpful in the determination of your claim.

Claims for damages must be at least two hundred fifty dollars ($250.00). An original or a copy of the form may be delivered for filing by mail, fax, or email.

I. _______________________________________________________________________

Claimant’s Name Address

_____________________________________________________________________
City, State and Zip Code

(____)________________________ (____)______________________________
Daytime telephone number Mobile telephone number

_____________________________________________________________________
Email address

II. _______________________________________________________________________

Name of State Agency involved with the incident (employee’s name, if known)

III. Who referred you to the Board of Claims? __________________________________________

IV. _______________________________________________________________________

Date and time of the incident (all claims generally shall be filed within one year of incident)

V. _______________________________________________________________________

Location where the incident occurred. Please provide exact location including direction (North, South, East or West), mile marker, name or number of road, intersection, etc. PLEASE BE SPECIFIC so that your claim may be thoroughly investigated.
VI. Describe the incident and the damage done to you or your property.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

VII. In what way do you believe the state agency or employee was at fault? What more could the state have done?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

VIII. State the specific dollar amount of your claim. $____________________________________
Submit bills, receipts and/or TWO repair estimates as proof of the cost of damages sustained. This amount will be amended according to the amount you have a right to receive from your insurance regardless whether you file a claim with your insurance company.

IX. If motor vehicles were involved, please complete the following:

STATE VEHICLE:
Tag number, if known__________________________________________________________
Driver, if known _____________________________________________________________

CLAIMANT’S VEHICLE: (This claim must be filed and signed by the registered owner.)
In whose name is the vehicle registered? ___________________________________________
Vehicle year, make and model: ___________________________________________________
Name and address of driver and passengers:
_____________________________________________________________________________
_____________________________________________________________________________
Name of law enforcement authority or officer who investigated the incident: _____________

Please submit a copy of police report, incident report, or Uniform Traffic Report if possible.
Pursuant to KRS 49.020(1), the Board can only award what you cannot recover through insurance or any other source. The Board **must reduce** any award by the amount you have a right to receive from any insurance coverage, even if no claim was filed with your insurance company. In order to review your claim as submitted, provide all information below that relates to the damages you incurred.

### VEHICLE INSURANCE

**You must submit your insurance declaration page OR insurance card if the deductibles are listed on the card**

1) Insurance Agent and Address: __________________________________________________________
   __________________________________________________________
   Telephone #:____________________________________________________

2) Insurance Company: ________________________________________________
   Policy Number: _________________________________________________
   Effective Dates: ________________________________________________

3) Collision Coverage in Effect: ( )Yes ( )No  
   Amount of Deductible $ _____________

4) Comprehensive Coverage in Effect: ( )Yes ( )No  
   Amount of Deductible $ _____________

5) Liability Coverage only: ( )Yes ( )No

### PERSONAL INJURY INSURANCE

(complete this section only if you are making a claim for personal injury)

6) Hospitalization Insurance in Effect: ( )Yes ( ) No  
   Dental Insurance in Effect: ( ) Yes ( ) No
   Name of Insurance Company: ____________________________________________
   Policy Number: ___________________________ Effective Dates: ___________________
   Amount of Deductible: ___________  
   Has this deductible been met for the year? ( )Yes ( )No

7) Compensation Insurance Coverage in Effect: ( )Yes ( ) No
   Name of Company: _________________________________________________________
   Policy Number: ___________________________ Effective Dates: ___________________
   Deductible: _______________________  
   Has this deductible been met yet for this year? ( )Yes ( )No

8) If you have **any other insurance coverage** that would entitle you to recover the damages, which are the subject of your claim, please list what type and the amount of the deductible if any.
OTHER INSURANCE

9) Homeowner __________ Dwelling __________ or Mobile Home Coverage ____________

Name of Company: ____________________________________________________________

Policy Number: _________________________ Effective Dates: ________________________

Deductible: _________________________ Has this deductible been met yet this year? ( )Yes ( )No

10) If you have any other insurance coverage that would entitle you to recover the damages, which are the subject of your claim, please list what type and the amount of the deductible if any.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

YOU MUST SIGN:  Claimant’s Signature:__________________________________________
Address: _________________________________________________________________
Daytime Telephone: _____________(work)Telephone:____________
Mobile Telephone:______________________________________________
Date: ________________________________________________________________

WE MUST HAVE:  Social Security Number or Federal ID Number: ________________

Attorney’s Name:___________________________________________________________
Attorney’s Signature:_____________________________________________________

(if represented by Counsel)

Address: _________________________________________________________________
Telephone:__________________Date:_________________________
Federal ID Number:_______________________________________________________

Claims generally must be presented to the Board of Claims within one year from the date of the incident. There are exceptions for personal injury and for medical malpractice claims.