

How to file a claim:

- 1) Fill out the form completely and be sure to submit all your documents. Remember to sign it.
- 2) You may email it to negligenceclaims@ky.gov or mail it to Board of Claims, 500 Mero St., 2SC1, Frankfort, KY 40601.
- 3) Remember when you send your email, it may not be secure. If you received this claim form from the office by email, you may submit your completed claim form by replying. To send securely otherwise, for Outlook, select from the tabs at the top when you start your email: Options>Permissions>OMEv2 Secure messages. For other email accounts, check with your provider.
- 4) Please note that photographs sent in the body of an email itself cannot be accepted due to readability issues. There are many free apps that you may download either through Play Store (Android) or the App Store (Apple) to convert your photographs to PDF.
- 5) If you are having difficulty, please call 502-782-8255 for assistance with filing. Note that the office cannot provide legal advice.

