

### **How to file a printed 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](mailto: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 through 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.

### **In addition to the claim form, you will need to submit, if applicable,**

- 1) Vehicle damage from a pothole, debris, paint, etc.
  - a. Invoice for repair and payment receipt OR two estimates outlining anticipated repair costs
  - b. Insurance declarations page with deductibles listed
- 2) Lost dentures, phone, or other personal property:
  - a. Proof of value of the item(s) lost
- 3) Personal injury
  - a. Copies of itemized billing statements
- 4) Lost earnings
  - a. Documentation from your employer showing:
    - i. Amount of time missed from work
    - ii. Wages

