

DIRECTIONS FOR FILING A CLAIM  
WITH THE CITY OF HUNTSVILLE

To process your claim we must have the following information:

- (1) Claimant Information(Name, Address, Phone, Occupation, Age, Sex, Marital Status, and Name of Spouse)
- (2) Date and Time of the Incident or Accident
- (3) Place of Incident or Accident(be specific)
- (4) Name of City Employee Involved(if any)
- (5) How did this Incident or Accident happen(give full details)
- (6) Sketch of the Incident or Accident(if appropriate)
- (7) Describe any Personal Injuries(attach bills)
- (8) Describe Property and Damage(attach two(2) or three(3) estimates or bills)
- (9) Witnesses(this is very important)
- (10) Insurance Information
- (11) Amount of the Claim
- (12) Signature
- (13) Claim Form Notarized

Please Mail the Claim Form to:

The City Clerk-Treasurer  
P O Box 308  
Huntsville, AL 35804

You can take it to the City Clerk-Treasurer Office on the third floor of City Hall.