



## Completing a Standard Claim Form

230 Pioneer Street / P.O. Box 608  
Ridgefield, WA 98642  
Tel: (360) 887-3557  
[www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us)

*Please read all of the information prior to completing your Claim for Damages.*

### Legal Requirements for Submitting a Claim Form

1. The law requires that a claim form be signed by one of the following:
  - Claimant, parent of a minor claimant ; or
  - Person holding a written power of attorney from the Claimant; or
  - Attorney in fact for the Claimant ; or
  - Attorney admitted to practice in Washington State on the Claimant's behalf; or
  - A court-approved guardian or guardian ad litem on behalf of the Claimant
2. State Law requires an original signature on the form which means that forms cannot be submitted electronically (by fax or email).
3. The form must be notarized. If you do not have access to a notary, this can be done at Ridgefield's City Hall.

### Instructions for Completing the Claim Form

1. Type or print clearly in ink and sign the form.
2. Provide all requested information and any available documents or evidence supporting your claim such as damage estimates, receipts, bills, photographs, etc.
3. If requested information cannot be supplied in the space provided, please use additional blank sheets.
4. If the incident that caused the damages occurred over a period of time, please provide the beginning time and ending time.
5. Provide the dollar amount for your damages that should represent your opinion of total compensation.
6. Location should be specific. For example: 123 Andover Park E.
7. Please describe the incident that you are claiming damages for, specifically answering the questions: who, what, where, when and why.
8. List all witnesses having knowledge of the incident in question including their names, addresses and phone numbers.

9. If the incident was reported to law enforcement, please provide a copy of the report or the contact information for the report.
10. If you are claiming damages to an automobile, please complete information regarding the driver and owner of the vehicle.
11. If a claim has been submitted to your insurance carrier please provide your insurer's information, including company name, telephone number and claim number.

Original claim forms must be delivered to the Ridgefield City Clerk in person or by mail to:

City of Ridgefield  
c/o City Clerk's Office  
230 Pioneer Street  
P.O. Box 608  
Ridge field, WA 98642

Business Hours: Monday-Friday 8:00am to 5:00pm  
Closed on weekends and official holidays

Telephone: 360-887-3557