AUTO LIABILITY

CLAIM AGAINST THE CITY OF PORTLAND

** for auto accidents involving a City vehicle **

File Number:_____

A claim must be filed with **City of Portland Risk Management** *within 180 days after the occurrence of the incident or event.*
Normal business hours: Monday through Friday, 8:00am to 5:00pm. Closed on official holidays.
Claims received during regular business hours will be recorded on the date received.
Faxed or emailed claims received after business hours will be recorded on the next working day.
Please be sure *your claim is against the* **City of Portland**, *not another public entity.*
Where space is insufficient, please use additional paper and identify information by section number and letter.
Completed forms may be mailed, emailed, faxed, or hand-delivered to:
Risk Management/Liability, 1120 S.W. Fifth, Room 709, Portland, OR 97204-1912, Ph: 503-823-5101, Fax: 503-823-6120
LiabilityClaims@portlandoregon.gov

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1. Claimant (Circle: Mr. Mrs. Ms. Miss) _____ Date of Birth _____

a. Address _____ City _____ State ____ Zip _____

b. Home Phone _____ Business Telephone _____ Cell Phone _____

c. Occupation _____ d. Marital Status: Single ( ) Married ( ) Divorced / Widowed ( )

If married, name of spouse _____

d. E-mail address _____

2. If claim involves a vehicle: a. Year, make and model _____

b. License Plate Number _____ Driver's License Number _____ State _____

c. At time of accident, were you (check all that apply): Owner ____ Driver ____ Passenger ____ N/A ____

d. Name and address of owner if different from claimant: (1. Above) _____

_____

e. Name & address of driver if different from claimant: (1. Above) _____

Phone number of Driver _____ Date of Birth of Driver_____

f. Names / addresses / phone #s of all occupants of vehicle at the time of the incident _____

_____

_____

3. Insurance: a. What company insures the damaged vehicle?_____

b. Policy Number _____ Claim Number:_____

c. Name and address of your insurance agent or adjuster_____

_____Type of Coverage _____

4. Occurrence or event from which the claim arises:

a. Date of incident_____ b. Exact location _____

c. Were you injured? Yes ____ No _____ Was anyone else injured? Yes ____ No _____

(If there was no injury, please state "No Injuries") _____

d. Nature and extent of any injuries_____

_____

e. If you were injured, name / phone / address of your treating doctor_____

_____

f. ***<u>We are required to report all claims for injuries to Medicare/Medicaid Services</u>** *

If you were injured please provide the following: Social Security #: _____

Medicare/Medicaid Beneficiary? Yes ___ No ___

g. Were you on the job at the time of the incident? Yes ____ No _____

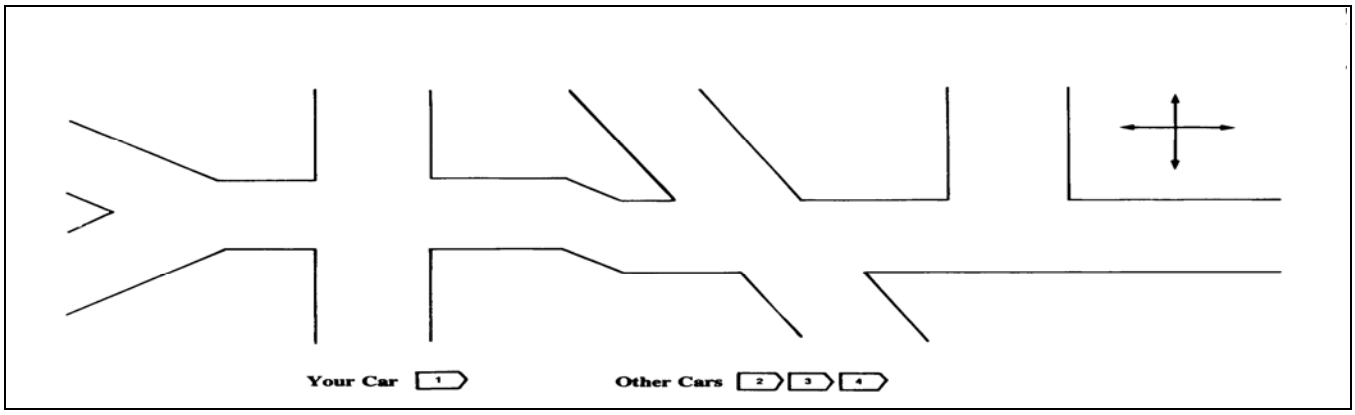
If yes, what is the name / phone / address of your employer? _____

_____

h. Name of City of Portland Driver_____ City vehicle license# _____

Names / Addresses / Phone Numbers of any witnesses to the incident: _____

_____



5. **Description of Incident:** What happened? Give a full account, including the speed of each car and the direction each car was traveling. Please use the diagram above.

_____

_____

_____

6. **Damages claimed:**

a. Amount claimed as of this date _____

b. Estimated amount of future costs _____

c. Total amount claimed _____

<u>WARNING:</u> IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM! (ORS 162.085)

I have carefully read the statements made in this claim, including any attached sheets, and they are true. I understand and acknowledge that all statements made in this claim are made to a public servant of the City of Portland, and that the statements are in connection with an application for a benefit from the City of Portland.

_____ _____

DATE CLAIMANT'S SIGNATURE