

Sent to Risk Manager:

Sent to Black Hills Agency:

**Claim Form
City of Rapid City
300 Sixth Street
Rapid City, SD 57701
(605) 394-6620 (fax #605-394-6621)**

Claimant: _____ Home Phone _____
Address: _____ Business Phone _____
Date and Time of Incident: _____ Cell Phone _____
Location of Incident: _____ Email _____
Type of Accident:
(Check all that apply): () Injured Person () Property Damage () Automobile Accident

Injured Person

Occupation: _____ Employed by: _____
Did you see a doctor? Yes () No () Doctor's Name: _____
Were you hospitalized? Yes () No () Hospital: _____
Have you returned to work or school? Yes () No () Age: _____
Probable disability period: _____
Why were you on the premises? _____

Describe incident (nature & extent of injury): _____

Name of police officer or governmental authority this was reported to: _____

Property Damage

List property damaged: _____
Age of damaged property: _____
Estimated cost of repair: _____
How was property damaged? _____

Automobile Accident

Driver, if other than owner: _____
Address: _____ Home Phone: _____
Estimated cost of repair: _____ Business Phone: _____
Vehicle: (year, make, model): _____
Name and Department of governmental employee involved in accident: _____

Where did accident take place? _____
Your description of accident and damage: _____

(Attach copy of Police Report)

SOUTH DAKOTA LAW REQUIRES THE FOLLOWING:

SDCL 3-21-2: Notice prerequisite to action for damages -- Time limit. No action for the recovery of damages for personal injury, property damage, error or omission or death caused by a public entity or its employees may be maintained against the public entity or its employees unless written notice of the time, place and cause of the injury is given to the public entity as provided by this chapter within one hundred eighty days after the injury.

SDCL 3-21-3: Persons to whom notice must be given. Notice shall be given to the following officers as applicable: In the case of a county, to the County Auditor; in the case of a municipality, to the Mayor or City Finance Officer. In the case of other public entities, to the chief executive officer or secretary of the governing board.

Date

City of Rapid City

Claimant