

NOTICE OF CLAIM

You may use this form to submit a claim against the City of Kingsville. Claims must be submitted within 180 days of the injury and or property damage as per the Texas Torts Claim Act. You may submit the completed claim form by:

Email: **HR Specialist - Gisela Hernandez**
gbernandez@cityofkingsville.com

Mail: **Human Resources**
City of Kingsville
P.O. Box 1458
Kingsville, TX 78364

Hand Deliver: **400 W. King Ave.**
1st Floor, City Hall

Fax: (361) 595-8064

Online: [Notice of Claim](#)
Please type or print

Claimant Information

Full Name: _____

Email Address: _____

Mailing Address: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

Incident

Date / Time : _____

Specific Location and/or Address: _____

Reporting Vehicle Damage ☐ Yes ☐ No

Insurance Company: _____ PH# _____

Reporting Property Damage ☐ Yes ☐ No

Home Owner's Insurance Co. _____ PH# _____

Statement

Describe in your own words, where, when, and how the damage or injury occurred. Provide names, addresses, and phone numbers of others involved or witnesses of the incident, including which City department, City vehicle unit number and City driver/operator, if known.

The total amount of your claim against the City is \$ _____

Email additional information such as expanded statement, copies of any bills, estimates, photographs, medical reports, signed witness statements, etc. to **ghernandez@cityofkingsville.com**

NOTICE: Any person who knowingly, and with intent to injure, defraud or deceive the City, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

I hereby state all the information provided in this claim is true and correct.

Date: _____ Signature of Claimant: _____

When completing this form electronically, it need not be signed. Instead, simply type your name above.

You will be contacted by an HR Specialist within (5-10) business days of receiving your claim.

When completed use the SUBMIT BUTTON to submit your claim for processing.

If submitting electronically, you will receive an e-mail confirming that your notice of claim has been received. If you do not receive a confirmation, be sure to check your spam or junk e-mail.