

NOTICE OF TORT CLAIM

Email this document and/or any supporting documentation to:

TortClaims@brokenarrowok.gov

or mail to:

City Clerk
220 S. First Street
Broken Arrow, OK 74012
Email is the preferred submission format

IMPORTANT NOTICE: Submit your claim as soon as possible. To be valid, your claim must be submitted in writing to the City Clerk within one (1) year from the initial date of loss. The claim will then be investigated. The City has ninety (90) days after you have filed a valid claim to investigate. Other limitations may apply to your claim. (See Oklahoma Statutes Title 51 §§ 151-171.)

Claimant: _____

Date of Birth: _____ Social Security Number: _____

Address: _____ City: _____ State: ____ Zip: _____

Mailing Address (if different): _____ City: _____ State: ____ Zip: _____

Preferred contact information: Home: _____ Work: _____

Cell: _____ Email: _____

Spouse's Name: _____ Social Security Number: _____

Custodial Parent/Guardian (for Juvenile Claimant): _____

Date of Birth: _____ Social Security Number: _____

Amount of Claim:

PERSONAL INJURY	PROPERTY DAMAGE	OTHER	TOTAL
\$	\$	\$	\$

Are all of the estimates, bills or documentation to support the amount of claim attached: Yes No

List all persons and/or property for which you are claiming injury/damage and describe the nature of injury/damage:

Date, time and address/location of incident:

Describe incident (Use back or additional documentation if necessary):

Name of City employee or department involved:

Name, address and phone number of all witnesses or other persons involved:

Describe why you feel the City of Broken Arrow is responsible for the damage or loss? (Use back or additional documentation if necessary):

Are there any special circumstances that we need to know to help us evaluate this claim? Yes No

If yes, describe:

Is anyone else authorized to settle this claim on your behalf? Yes No

If yes, provide name, address, contact information and relationship:

Additional claimant(s) contact information:

THE UNDERSIGNED SWEARS THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

CLAIMANT SIGNATURE

DATE

SPOUSE SIGNATURE

DATE

CUSTODIAL PARENT/GUARDIAN SIGNATURE

DATE

NOTICE: The City does not waive or extend time limits. If you supplement a claim, it does not extend deadlines.