

**State of Idaho
Citizen's Claim Filing Procedure**

Idaho Code § 6-901 through 929, known as the Idaho Tort Claims Act, makes provision for claims against the state or employees of the state.

A Notice of Claim must be filed within 180 days from the date the claim arose or should have been reasonably discovered. It must include the following accurate information:

1. Name, residence address and phone number of the person making the claim
2. Date, time, location of the occurrence
3. Description of circumstances, actions, conduct which gave rise to the occurrence
4. List witnesses with their address and phone number
5. Description of any damage or injury resulting from the occurrence
6. All bills or other substantiating information as to the amount of your claim. In the case of vehicle damage, please obtain at least two (2) estimates.

This information may be submitted by letter, or by use of the attached form. No claim can be processed unless it is properly and timely filed with the Secretary of State.

Please submit the claim to:

**Secretary of State
State of Idaho
P.O. Box 83720
Boise, ID 83720-0080**

Phone: 208-334-2852

EMAIL: CLAIMS@SOS.IDAHO.GOV