INSTRUCTIONS FOR FILING PERSONAL INJURY/PROPERTY DAMAGE CLAIM

1. Go to website:  http://www.bdadj.alabama.gov

2. Click on the “Forms and Instructions” tab.

3. Choose the “Instructions & Supporting Documentation – Injury/Damages Claim”

4. Print Instructions

5. Choose the “Claim for Personal Injury/Property Damage Form”
   • Print form and complete the Personal Injury/Property Damage Form.
   • Next, obtain any required supporting documentation.
   • Finally, have a notary public notarize the Personal Injury/Property Damage Form.

6. Mail properly completed and notarized form with all supporting documentation to:
   STATE OF ALABAMA BOARD OF ADJUSTMENT
   600 DEXTER AVENUE, SUITE E-302
   MONTGOMERY, AL 360130-1435

If you have any questions, please call (334) 242-7175.