

Instructions to File a Claim for On-the-Job Injury, Personal Injury, and/or Property Damage

Claims for damages resulting from on-the-job injury (employees), personal injury (other individuals), and property damage must be submitted to the Alabama State Board of Adjustment.

The purpose of the Board of Adjustment is to provide a method by which an individual or business may seek payment for damages to person or property caused by the State of Alabama or its agencies, commissions, boards, institutions, or departments.

Forms and instructions may be accessed as outlined below:

1. Go to <http://www.bdadj.alabama.gov>
2. Click on **Forms and Instructions**
3. Choose the appropriate document (each includes instructions and form):
 - a. On-the-Job Injury Claim
 - b. Personal Injury Claim
 - c. Personal Property Claim
4. Complete the appropriate form, obtain any required supporting documentation, and have the form notarized by a Notary Public.
5. Forms may be mailed or delivered to the Alabama State Board of Adjustment:

Forms may be mailed to:
Alabama State Board of Adjustment
600 Dexter Avenue, Suite E-302
Montgomery, AL 36104

Forms may be delivered to:
Alabama State Board of Adjustment
State Capitol Building, Suite E-302
Montgomery, Alabama

6. For additional information/questions, contact the Board of Adjustment at (334) 242-7175.