

TORT NOTICE OF CLAIM

41-4-16. Notice of Claims.

A. Every person who claims damages from the state or any local public body under the Tort Claims Act {41-4-1 to 41-4-27 NMSA 1978} shall cause to be presented to the Risk Management Division for claims against the state, the mayor of the municipality for claims against the municipality, the superintendent of the school district for claims against the school district, the county clerk of a county for claims against the county, or to the administrative head of any other local public body for claims such local public body, within ninety days after an occurrence giving rise to a claim for which immunity has been waived under Tort Claims Act, a written notice stating the time, place and circumstances of the loss or injury.

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

STATE AGENCY INVOLVED: _____

CLAIMANT'S NAME & ADDRESS: _____

PHONE #: _____

LOCATION OF ACCIDENT: _____

Please describe how the incident occurred and why you feel State Agency is at fault:

What are you making claim for: Please check one

Bodily Injury Property Damage

Please describe injury or property damage:

Signature of Claimant or lawful representative

Mail claim to: Risk Management Division

P.O. Drawer 26110

Santa Fe, NM 87502-0110

Phone #: 827-0442

Fax #: 827-2969

Non employees who wish to file a claim, must use the Tort Notice of Claim form provided on the website under Campus Security. Please complete all areas and return the form along with any additional information necessary to Risk Management Division. All contact information for the Risk Management Division is provided at the bottom of the Tort Notice of Claim form.