CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor

DEPARTMENT OF LAW

CENTRAL BUREAU OF INVESTIGATION
Room 31, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

Dear Claimant:

This acknowledges your request for a claim form, which is enclosed. You may otherwise choose to file a claim with your insurance carrier.

Return the completed, **signed** claim form as soon as possible. Include the date, time, and specific location of the incident, the cause of any injury or damages, and the names and addresses of any witnesses or other interested persons. Submit with your claim form copies of any photographs, bills, receipts, estimates, police reports (or the report number) and other documents in support of your claim.

If you are claiming automobile damage and your vehicle is drivable, send **two repair estimates in addition to the other documents**. If you are claiming bodily injury, send copies of **all** medical bills and reports.

Once your claim form has been received, an investigator will be assigned to your case. He or she *may* contact you for further information. Upon completion of the investigation, you will be notified of a decision. The outcome may be as follows:

(1) The claim is being denied because there was no negligence by a City employee and, therefore, there is not a legal obligation to pay damages;

(2) An offer of settlement; or

(3) Another disposition as the facts may dictate.

Please be advised that your claim must be received in writing and either hand delivered or mailed certified, return receipt requested, within 180 days after injury. **FACSIMLE TRANSMISSION IS NOT ACCEPTABLE.**

It is necessary that you sign the claim form in the highlighted area(s). Notice of claim forms and/or letters not signed will not be processed.

If you have any questions, you may telephone our claims desk between the hours of 8:30 A.M. and 4:30 P.M. at (410) 396-3308 for automobile liability claims or (410) 396-3400 for general liability claims.

/cbd

Printed on recycled paper with environmentally friendly soy based ink.