



NOTIFICATION OF CLAIM

The personal information collected on this form by the Ministry of Transportation and Infrastructure under sections 26 (c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA), is directly related to, and is necessary for, the administration of Ministry claims programs. The information collected will be used to assess and report on the incident described. If you have any questions about the collection, use and disclosure of this information, contact the Manager, Claims & Litigation Services Unit, Construction and Maintenance Branch, PO Box 9850 Stn Prov Govt, Victoria, BC, V8W 9T5 (250) 387-7609 or email BCHighwaysClaims@gov.bc.ca.

File Number 25200-20- (Claims Unit use only)

Claimant Email Address Phone Postal Code

Incident Date (yyyy/mm/dd) Time AM PM

Incident Location (Include exact location: road, highway, nearest city, or ferry location where incident occurred)

Description of Incident (Include damages and losses)

Use reverse side or separate page for sketches and other comments.

1. ATTACH PHOTOCOPIES OF YOUR INSURANCE DOCUMENTS (2 pages) 2. ATTACH COPIES OF ESTIMATES OR INVOICES

Vehicle Plate Number Province Insurance Company (ICBC and/or Private) Policy/Claim Number Witness Name Phone Address Postal Code

CLAIMANT'S SIGNATURE

PRINT NAME

DATE (YYYY/MM/DD)

If police attended, quote Detachment/File

MINISTRY USE ONLY (Complete and attach copies of relevant documents)

Work Done by Ministry; or Other Contractor; or Road and Bridge Maintenance Type of Work Maintenance or Construction - Specify (e.g. Sealcoating) Contract Type Major Minor Operational Services Consulting Local Minor Works & Services

Project Number (for the above) Name of Contractor (if applicable)

Highways District Phone

Contact Name Phone

Vehicle Inspected by Phone

MAIL, FAX or EMAIL TO:

Claims Unit, Ministry of Transportation and Infrastructure PO BOX 9850 STN PROV GOVT, Victoria BC V8W 9T5

Fax: (250) 953-0458 Telephone: (250)387-7609

After filling out this form and saving it, you can email the completed form to BCHighwaysClaims@gov.bc.ca