CITIZEN'S CLAIM PROCEDURE

To assist you in filing a claim against the State Of Idaho or any of its employees or agencies, please be advised that you are required to submit a **Notice of Claim.** The claim must be filed within 180 days from the date the claim arose or should have been reasonably discovered. The claim must be submitted to the **Secretary of State**, whose address and fax number follow:

Mail:	IDAHO SECRETARY OF STATE PO BOX 83720 BOISE ID 83720-0080
FAX#:	(208) 334-2282

The claim must accurately describe the time, place, conduct and circumstances from which the injury or damage arose. You should also attach repair estimates, bids, medical information or other documentation which will aid in processing your claim. Your name and mailing address must be included and be legible.

See Idaho Code Title 6 Chapter 9 if additional information is needed.

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