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## ***INSTRUCTIONS FOR FILING PERSONAL INJURY/PROPERTY DAMAGE CLAIM***

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1. Go to website: <http://www.bdadj.alabama.gov>
2. Click on the “Forms and Instructions” tab.
3. Chose the “Instructions & Supporting Documentation –Injury/Damages Claim”
4. Print Instructions
5. Choose the “Claim for Personal Injury/Property Damage Form”
  - Print form and complete the Personal Injury/Property Damage Form.
  - Next, obtain any required supporting documentation.
  - Finally, have a notary public notarize the Personal Injury/Property Damage Form.
6. Mail properly completed and notarized form with all supporting documentation to:

STATE OF ALABAMA BOARD OF ADJUSTMENT  
600 DEXTER AVENUE, SUITE E-302  
MONTGOMERY, AL 360130-1435

If you have any questions, please call (334) 242-7175.