



**Idaho State
University**

State of Idaho Citizen's Claim Filing Procedure

Idaho Code § 6-901 through 929, known as the Idaho Tort Claims Act, makes provision for claims against the state or employees of the state.

A Notice of Claim must be filed within 180 days from the date the claim arose or should have been reasonably discovered. It must include the following accurate information:

1. Name and residence address of the person making the claim
2. Date, time, location of the occurrence
3. Description of circumstances, actions, conduct which gave rise to the occurrence
4. Description of any damage or injury resulting from the occurrence
5. Repair estimates (2), bills, or other documentation

This information may be submitted by letter, or by use of the form linked below. No claim can be processed unless it is properly and timely filed with the Secretary of State.

Please submit the claim to:
Secretary of State State of Idaho
P.O. Box 83720
Boise, ID 83720-0080
Email: claims@sos.idaho.gov

If you have questions, please call the Secretary of State's Office at (208) 334-2852.

Access Notice of Claim:

https://adm.idaho.gov/wp-content/uploads/2018/12/Risk_Notice_of_Claim2-2.pdf