PROVINCE OF NOVA SCOTIA – CLAIM FORM

Form must be completed, signed and returned to the Department of Service Nova Scotia & Internal Services, Insurance & Risk Management Division by email, mail or fax before an investigation into your claim can commence.

Type of Claim: **Vehicle Damage** ☐ **Property Damage** ☐ **Other** _____

For Vehicle Damage Claims please include vehicle registration & estimates/invoices

For Property Damage Claims please include photos of damages & estimates/invoices

Please type or print in Ink

CLAIMANT INFO:

Name _____ E-Mail _____

Mailing Address _____ Apt # _____ PO Box _____ City/Town _____Postal Code _____

Phone (H)_____ (C) _____ (W) _____ ext _____

DATE AND LOCATION OF INCIDENT: **TICKET #:** _____

Date of Incident (day/month/year) _____ TIME _____ AM ☐ PM ☐

LOCATION of Incident (Please be specific (use of google map highly recommended) referencing direction of travel, lane, closest intersection/road/civic #, town/city, county)

DESCRIPTION of Incident (include damages & losses, cause of damages)

I SOLEMNLY SWEAR THAT I AM THE OWNER/OCCUPIER OF THE PROPERTY/VEHICLE DAMAGED AND THE FOREGOING IS CORRECT AND ACCURATE AS TO THE DAMAGES INCURRED.

_____ _____ _____

Claimant's Signature Print Name Date (dd/mm/yyyy)

CLAIMANT IS REQUIRED TO PROVIDE ALL DOCUMENTS TO SUPPORT THEIR CLAIM. FAILURE TO PROVIDE COMPLETE INFORMATION AND/OR SUPPORTING DOCUMENTS MAY DELAY INVESTIGATION OF YOUR CLAIM OR HAVE YOUR CLAIM RETURNED BECAUSE OF INSUFFUCIENT INFORMATION.

The personal information collected on this form 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 Risk Manager, Service Nova Scotia & Internal Services, Insurance & Risk Management, PO Box 2205, Halifax, NS B3J 3C4, or phone 1-888-670-7767 or 902-424-4440.

NOVA SCOTIA

MAIL FORM TO:	**OR**	**FAX**	**OR**	**EMAIL**
Insurance & Risk Management				
PO Box 2205		**902-424-2325**		**risk@novascotia.ca**
Halifax, NS B3J 3C4				