

Filing a Claim with the City of Port Townsend

If you have been injured or have suffered property damage and you believe the City of Port Townsend is responsible, you may wish to file a claim for damages. (RCW 4.96.020)

- Fill out the City of Port Townsend Claim for Damages form.
- The completed form needs to have your signature notarized. City staff can notarize for you.
- We do not accept scanned or copied signatures on this form.
- Attach any support documents for your claim.
- If you do not yet know the costs of medical expenses or repairs, leave the amount of the claim blank. You can supply statements or estimates when they become available.
- Submit the original, completed form to City Hall at 250 Madison Street.

The City of Port Townsend is insured through the Washington Cities Insurance Authority (WCIA), a risk-sharing pool. The City will send your claim to WCIA for processing. The City does not have a City appeal process for WCIA's claim decisions. If claim disputes are not resolved, the claimant may proceed in an appropriate legal forum in civil court to seek damages.

If you have questions regarding this process, please call (360) 385-5991. City Hall hours of business are Monday - Friday 9:00 a.m. - 4:00 p.m.