



## **FILING DAMAGE CLAIMS**

To file a damage claim against the City of Dothan, you will need to handwrite or type a letter in reference to the incident, and address it to the City of Dothan. In the letter, please include all information regarding the incident, as if you were writing an official statement such as: time, place, date, description of damage, description of events, etc. If you have already received a bill or invoice for the damages, or if you have estimates of the damages (preferably three estimates) please include copies of these with your letter. **You must also include your signature, address, and phone number at the bottom of the letter.**

All letters, estimates, and bills are required to be hand-delivered or mailed to the **City Clerk's Office, within six months of the date of the incident.**

City Clerk's Office  
126 N. St. Andrews St.  
Room 213  
(the Dothan Civic Center)  
Dothan, AL 36303

or

City Clerk's Office  
P. O. Box 2128  
Dothan, AL 36302

**Should you have any questions regarding filing a damage claim, please contact the City Clerk's office at 334-615-3160.**

(All original Damage Claims are filed in the City Clerk's office and a copy is forwarded to the City Attorney's office for processing. The City Attorney's office will contact you with the results. To find out the status of your claim or to speak to someone in the City Attorney's Office, you may contact them at 334-615-3130.)