

## **Instructions for Submitting a Government Tort Claim**

### **Claim Process**

1. Complete a Sacramento Regional Transit District Claim Form. Be sure to include your full name, current address and telephone number in the space provided.
2. Date and sign the Claim Form.
3. Personally deliver or Mail the original Claim Form and supporting documents to Sacramento Regional Transit's Clerk to the Board.

SacRT encourages the public to submit claims by mail. If you want to submit your claim in person, please contact the Clerk to the Board at (279) 234-8382 to schedule an appointment for personal service.

By Personal Delivery: Sacramento Regional Transit District – Clerk to the Board:  
Call 279-234-8382 (by appointment only)

By U.S. Mail: Sacramento Regional Transit District. Attention: Claims - Clerk to the Board: 1102 Q Street, Suite 3000, Sacramento, CA 95811

### **Important Information**

1. Claim Forms must be personally delivered to the Clerk to the Board or submitted by U.S. Mail. Claims submitted by fax or email, will not be accepted.
2. Incomplete or unsigned Claim Forms will be returned without being processed.
3. No payment will be made unless it is determined that Sacramento Regional Transit is responsible for the claimed damages.
4. California Government Code Section 910 requires that you submit a Claim Report Form no later than six months after the date of the incident or accident. Untimely claims will be returned with no action taken.
5. It is a criminal offense to file a false claim (Penal Code Section 72)

Direct your questions about filing a claim to Regional Transit District's Risk Department.  
Phone: (916) 556-0322.