

If incident involves significant property damage or serious injury or fatality, please call 651-201-2594 as soon as possible.

Instructions:

1. Use this form for all property and general liability incidents. You may use your own form if it includes all the requested data.
2. Complete as much information as possible and submit within 24 hours.
3. Submit by email to claims.rmd@state.mn.us (preferred) or by fax: 651-297-7715
4. To report vehicle crash/damage incidents please see mn.gov/admin/risk

Agency/Campus: _____ Address: _____

Contact person: _____ Email: _____ Phone: _____

Incident date: _____ Incident time: am pm _____

Location: (address): _____

City: _____ State: _____

Additional location details (e.g. building, room, areas): _____

Description of the incident (describe what happened just before,
