



INSTRUCTIONS FOR FILING A CLAIM

Please read all instructions on this page before completing the claim form. You must fully complete all applicable sections of this form.

Section I: - Claimant Information

Please provide the full name, mailing address, and telephone number of the person(s) claiming damage/injury. All official notices and correspondence will be sent to the person(s) listed in this section unless a representative's name is provided in Section III.

Section II: - Claim Information

- Describe the specific damage or injury that you are alleging.
- State the exact date and location of the incident.
- Describe the circumstances leading to the alleged damage or injury. State the facts that you believe support your claim against the Orange County Fire Authority (OCFA). If known, provide the names of the OCFA employee(s) who allegedly caused the injury or damage. (You may use an additional sheet of paper if necessary.)
- Enter the total dollar amount being claimed as a result of the alleged damage/injury. If additional expenses are anticipated, please indicate that on the form.
- Explain how the dollar amount was computed. (Attach copies of receipts/estimates.)

Section III: - Representative Information

If this claim is being filed by an attorney or authorized representative, please provide the name, telephone number and mailing address of the attorney/representative. If this section is completed, all official notices or other correspondence will be sent to the person listed in this section.

Section IV: - Notice and Signature

The claim form must be signed by the claimant or the claimant's attorney or authorized representative.

Submittal of Claim

A complete claim form and related documentation must be filed with the OCFA Clerk of the Authority by mail, or by personal delivery, at one of the following addresses:

Filing Deadline

Most claims must be filed within six months of the date of the incident. Claims that are filed late must include an explanation for the delay. This explanation is

called an “application for leave to present a late claim.” Government Code Section 911.6 lists the legally acceptable reasons for filing a late claim. Click on this [link](#) to download information on Government Code Section 911.6

Filing By Mail:

Orange County Fire Authority
Clerk of the Authority
P.O. Box 57115
Irvine, CA 92619-7115

Filing By Personal Delivery:

Orange County Fire Authority
Clerk of the Authority
1 Fire Authority Road
Second Floor, Suite AW 209B
Irvine, CA 92602

If you have questions about filing a claim against OCFA, please contact Risk Management at 714/573-6835. Please note that the OCFA Clerk of the Authority is closed every other Friday. Please refer to the [Events Calendar](#) on the OCFA website for the schedule of closures.