

CITY OF AMSTERDAM
INSTRUCTIONS FOR FILLING OUT CLAIM FORM

THE CLAIM FORM

1. You must fill out two (2) copies of the claim form and sign both copies in the presence of a Notary Public.

SERVICE OF CLAIM ON CITY

2. Both copies must be given to the City Clerk either personally or by Registered Mail. The City Clerk's Office is at City Hall, 1st Floor, 61 Church Street, Amsterdam, New York.

TIME FRAME FOR FILING

3. THE CLAIM MUST BE FILED WITH THE CITY WITHIN NINETY (90) DAYS AFTER THE INCIDENT OCCURRED.

IF YOU HAVE QUESTIONS

4. Call the City Clerk at (518) 841-4305

