

Instructions:

All claim form areas that pertain to the claim should be filled out completely and include any attachments to support the claim. (Photographs, invoices, estimates, etc.).

Once completed, signed, and dated, return to the City Clerk's office at 300 West Third Street 4th Floor, Oxnard, CA 93030. **Please note that an original signature is required.** Faxed copies are not accepted.

Be aware that claims can take up to 45 days to process.

If you have questions, or need further information, please don't hesitate to contact the City Clerk's office at [805-385-7803](tel:805-385-7803).