

New York State Department of Environmental Conservation



Department of
Environmental
Conservation

CLAIM AND RELEASE FORM

INSTRUCTIONS: Please complete both pages 1 and 2 of this form, and have both pages notarized.

Return 4 copies each with original signatures to: Office of General Counsel, New York State Department of Environmental Conservation (NYSDEC), 625 Broadway, Albany, New York, 12233-1500.

CLAIM SECTION

STATE OF NEW YORK)
) ss:
COUNTY OF)

I _____, reside at _____
(PRINT NAME) (STREET)
_____, _____, _____, _____, and present to
(CITY, TOWN, VILLAGE) (STATE) (ZIP CODE) (TELEPHONE NO.)

NYSDEC, a verified claim in the sum of _____ dollars (\$_____) for damages sustained by me (on account of a tort of an officer or employee of the state, while acting within the scope of his/her duties) (during the performance of my job duties, without fault on my part.) The details explaining this incident are as follows (please type or print clearly; you need more space, attach a separate page).

Subscribed and sworn to before me this
_____, day of _____, in the year _____.

➡ _____
(CLAIMANT SIGNATURE)
(The facts stated above must constitute a legal claim.)

(NOTARY PUBLIC)

RELEASE SECTION

(This release is not binding on the claimant until the claim is approved and paid.)

In consideration of the sum of _____ Dollars (\$ _____) paid to me by the State of New York (receipt of which I hereby acknowledged) I do for myself, my heirs, executors, administrators and assigns, release and discharge the said State of New York, its officers, agents and employees, from all claims, demands and liability of every kind and nature, legal or equitable, occasioned by or arising out of the facts set forth in the foregoing claim. In case any claim shall have been filed by me with the clerk of the Court of Claims for said damages at any time prior to the date of this release, I consent and stipulate that an order may be made by the Court of Claims, dismissing said claim upon the merits, without notice to me.



(CLAIMANT SIGNATURE)

IN WITNESS WHEREOF, I have hereto set my hand and seal this _____, day of _____ in the year _____, before me, the subscriber, personally appeared _____, to me personally known to be the person described in and who executed the foregoing release, and he/she duly acknowledged to me that he/she executed same.

(NOTARY PUBLIC)

TO BE COMPLETED BY THE CENTRAL OFFICE

- ☐ This claim, which exceeds \$1,000, but is not more than \$5,000 is approved by NYSDEC. It will be sent to the State Attorney General for review and approval, and to the Office of the State Comptroller for final approval and payment.
- ☐ This claim, which is not more than \$1,000, is approved by NYSDEC. It will be sent to the Office of the State Comptroller for final approval and payment.

On behalf of the Commissioner of the Department of Environmental Conservation, State of New York, I have reviewed the facts in connection with this claim and the resulting damages. I find that the facts constitute a just and legal claim against the State of New York as provided in paragraph 12, et seq. of Section 8 of the State Finance Law and that the damages are fair and reasonable. Payment is recommended.

My investigation disclosed the following facts and was based on the attached documentation:



(OGC SIGNATURE)

(DATE)

Approved.



(ASSISTANT ATTORNEY GENERAL)

(DATE)