



Washington State Department of
Enterprise Services

Contact Information

Department of Enterprise Services
Office of Risk Management
1500 Jefferson Street SE
PO Box 41466
Olympia, WA 98504-1466

Phone

(360) 407-9199

DES Website

www.des.wa.gov

Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage

(See explanation below)

RCW 46.30.020(3) exempts mandatory liability insurance requirements for the operation of a motor vehicle governed by RCW 46.16.020, which includes any vehicle owned, rented, or leased by the state of Washington. Further, the state of Washington is continually self-insured under RCW 4.92.130 for its tort liabilities that might result from operational negligence of its vehicles.

Questions in this regard may be referred to the State Office of Risk Management in Olympia, Washington at (360) 407-9199.

Direct all vehicle tort liability questions or claims to the Office of Risk Management.

Liability Insurance & Tort Claims

**Washington State
employees who are involved
in a collision should provide
this document to other
parties.**

**This document contains
Washington State Agency
liability insurance
information and instructions
for filing a tort claim.**

Tort Claim Instructions

When to file a claim?

If you believe you've been harmed or have suffered a loss caused by the state, you may submit a claim called a "tort claim." Tort laws are laws that offer a way to remedy a loss, if permitted by law.

Where to file a claim?

All claims for damages against Washington State or its officers, employees or volunteers for actions while they were on the job may be presented to the Office of Risk Management (ORM). ORM investigates and attempts to resolve claims (RCW Chapter 4.92).

What do I need to know?

All claims should be presented on the form supplied by ORM. You can get the claim form by visiting the Department of Enterprise Services website at:

<https://www.des.wa.gov/services/risk-management/file-claim>

How do I submit a claim?

The Washington State Tort Claim form may be filed online, by fax, by mail or in person.

Online

Submit a tort claim online securely. You can attach supporting documents and print out your submission at the end.

By Fax

Submit the completed Washington State Tort Claim form to the following fax number: (360) 507-9251.

By Mail

Documents will not be returned, please keep copies of everything you submit. Submit the completed Washington State Tort Claim form by mail to the following address:

Office of Risk Management
Department of Enterprise Services
PO Box 41466
Olympia, WA 98504-1466

In Person

Submit the completed Washington State Tort Claim form in person between 8 a.m. to 5 p.m. Monday through Friday at the address below. Documents will not be returned, please keep copies of everything you submit.

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After I file a claim, how long does it take to resolve it?

The time necessary to resolve a claim varies depending on the amount of investigation required. You can help speed up the process by including all relevant information and documents when your claim is first submitted. This includes any repair estimates, photos, or receipts for expenses related to the incident.

What if I have a question about filing a claim?

Office of Risk Management Customer Service is available Monday through Friday from 8 a.m. to 5 p.m. at (360) 407-9199.

If assistance is required outside of these hours, you can call the Customer Service line and leave a voice message and telephone number. Your voice message will receive a response the following business day. ORM cannot give you legal advice about your claim or allegations.