

**PORT OF FRIDAY HARBOR  
INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM**

Submit the Standard Tort Claim Form and Supporting Documents by delivering in person, by regular mail, registered mail or certified mail with return receipt requested to:

Phyllis Johnson  
Port Auditor  
Port of Friday Harbor  
204 Front Street  
P.O. Box 889  
Friday Harbor, WA 98250

Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.  
Closed on weekends and official state holidays.

Type or print **clearly** in ink and sign the Tort Claim form.

- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed either:

- By the claimant, verifying the claim; or
- Pursuant to a written power of attorney, by the attorney in fact for the claimant; or
- By an attorney admitted to practice in Washington state on the claimant's behalf; or
- By a court-appointed guardian or guardian ad litem on behalf of the claimant.

Please note that no documents will be returned.