Which Notice of Claim form do you need?

1. **What is your role at NMSU?**
   - **Visitor or Student**
     - Were you injured or was any personal property damaged while being on the NMSU campus or at a NMSU sanctioned event?
       - **Yes**
         - Complete the Personal Injury or Damage to Private Property (Tort) Form.
       - **No**
         - Proceed to the next question.
   - **Staff, Faculty, or Student Employee**
     - Were you injured while being at work?
       - **Yes**
         - Click on Report Work Related Injuries and Illnesses.
         - Follow NMSU Workers Compensation procedure and complete applicable forms.
       - **No**
         - Proceed to the next question.
     - Was NMSU property damaged? Including automobile loss?
       - **Yes**
         - Complete the NMSU Property Damage or Loss form.
       - **No**
         - Proceed to the next question.
     - Were you injured while being at work?
       - **Yes**
         - Complete the NMSU Automobile Loss Form.
       - **No**
         - Proceed to the next question.
   - **Is there an incident you want to document to keep on record?**
     - **Yes**
       - Complete the Notice of Incident (Record Only).
     - **No**
       - Proceed to the next question.

Please contact EHS & RM for additional assistance at (575) 646-3327 or ehs@nmsu.edu

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