



CONNECTING & INNOVATING
SINCE 1913

Prior Acts Application

Date:

Municipality: _____

Prior Acts Date Requested: _____

Effective Date of Coverage: _____

When an entity changes from one claims made carrier to another claims made carrier, it is important that all known incidents be reported to your current liability carrier before their coverage expires or within the Extended Reporting Period. Failure to report all incidents, claims or potential claims to your current carrier may result in a claim not being covered.

An incident is an event that resulted in or has the potential of causing bodily injury, property damage, personal injury or money damages.

Please have each department head search the records and canvass each employee for claims or incidents (particularly those with serious injuries involved) and report them to your current carrier.

To assist you in this survey, we ask that the enclosed form be used and signed by each department head, including, but not limited to:

City Manager
Police
Personnel
Fire
Transit
Legal

Parks and Recreation
Streets and Roads
Water Utility
Sewer Utility
Electric Utility