

Car Accident Information Checklist

Quick Tips After an Accident:

- ✓ If anyone is injured call for help immediately
- ✓ Call the police if there is significant property damage, your car is not drivable, or you suspect the other driver is guilty of a crime (ex. drunk driving)
- ✓ Do not admit fault, sign anything, or offer to pay for any damages regardless of the circumstances
- ✓ Discuss the accident only with the police
- ✓ Notify your insurance company as soon as possible
- ✓ Complete this form in as much detail as you can
- ✓ Take photos with your phone

The Accident:

Date and Time: _____

Location: (include city, state & street names)

Road Conditions: _____

Weather Conditions: _____

What Direction Were You Going: _____ Your Speed: _____

If police were called, obtain the following:

Police Officer Name, Badge #, & Precinct: _____

Police Report #: _____

Any citations issued? List here:

Was Anyone Injured? List who (driver, pedestrian, etc.), name, address, phone #, & nature of injuries:

Name, Address & Phone# of Any *Witnesses*:

**Independent witnesses are most important*

Vehicle #1

Driver's Name: _____

Driver's License #: _____

Driver's Address & Phone #: _____

Owner's Contact Information: (if different than driver's)

Insurance Company: _____

Policy #: _____ Expires _____

Vehicle Make, Model & Year: _____

License Plate #: _____ State: _____

Carefully examine the vehicle & describe any damage:

Name & Position of Passengers: (ex. driver's side rear)

Vehicle #2

Driver's Name: _____

Driver's License #: _____

Driver's Address & Phone #: _____

Owner's Contact Information: (if different than driver's)

Insurance Company: _____

Policy #: _____ Expires _____

Vehicle Make, Model & Year: _____

License Plate #: _____ State: _____

Carefully examine the vehicle & describe any damage:

Name & Position of Passengers:

What Happened? (Describe the accident in detail)

Sketch the accident in the space below:

- ❖ *Show vehicles and roads in the sketch*
- ❖ *Using arrows, indicate the direction vehicles were traveling*
- ❖ *Number vehicles: Yours #1, Other(s) #2,3, etc.*