



# ACCIDENT CHECKLIST

## Consolidated Incident Documentation

### 1. STAY CALM AND CHECK FOR INJURIES

If anyone suffered a serious injury, call for help immediately. If the collision is minor, move your vehicle from the roadway to prevent any further accidents.

### 2. CALL THE POLICE

Wait for law enforcement to arrive before discussing the collision. Once they arrive, explain what you know about the incident, and be sure to get the officer's name and a copy of the police report.

### 3. DOCUMENT THE DAMAGE OF ALL VEHICLES INVOLVED

Police may not respond if there are no injuries or serious damage. Taking photos and notes will help if you decide to file an accident report at the police station, and in filing insurance claims.

### 4. EXCHANGE INFORMATION

Before leaving the scene, obtain the other driver's name, address, phone number, insurance provider, policy number, driver's license number, and license plate number, as well as the names and phone numbers of witnesses.

### 5. NOTIFY YOUR INSURANCE CARRIER PROMPTLY

This can help the claims process go smoothly. Additionally, your insurance representative can keep a lookout for any false claims made against you. If you are at fault, your insurance premium may increase.

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Officer Information	
Officer Name:	
Police Department:	
Badge Number:	

Incident Information	
Date:	
Time of Day:	
Weather Conditions:	
Location:	
Other Details:	

Other Party Information	
Name:	
Contact Information:	
Vehicle Make & Model:	
Insurance Carrier:	
Policy Number:	

Your Insurance Information	
Insurance Agent:	
Insurance Carrier:	
Contact Information:	
Policy Number:	