

**PERSONAL REPORT OF ACCIDENT**

This form should be completed when a traffic accident occurs and a law enforcement officer is not called to make a report. **This report is for your personal use and should not be mailed to the Department of Driver Services, as it will be destroyed upon receipt.**

**INSTRUCTIONS:**

1. Answer all questions to the best of your knowledge. If unable to answer any questions, mark "not known".
2. Give exact time of accident (date, day and hour).
3. Under "Location of Accident" show sufficient information to locate exact scene of the accident.
4. Print or type all names and addresses.
5. Sign the report in the space provided on the reverse side.
6. Report must be complete as to exact names, birth dates, and drivers license numbers.
7. Use a second report form or a sheet of plain paper of the same size to report additional vehicles, injured persons, or witnesses, or

<b>Time</b>	any other information for which there is insufficient space. Date of Accident _____ Day of Week _____ Hour _____ A.M. _____ P.M. Weather _____ (Clear, Raining, Fog, Etc.)	<b>DO NOT WRITE IN THIS SPACE</b>
<b>L O C A T I O N</b>	Place Where Accident Occurred: County _____ City, Town Or Township _____  If accident was outside city limits indicate distance from nearest town. Use two distances and two directions if necessary. { _____ miles _____ south-north } of { <input type="checkbox"/> limits of } _____ { _____ miles _____ east-west } { <input type="checkbox"/> center of } City or Town ROAD ACCIDENT OCCURRED ON: _____ Give name of street or highway number, (U.S. or State). If no highway number, identify by name. <input type="checkbox"/> At its intersection with: _____ Name of intersecting street or highway number Check and complete one OR <input type="checkbox"/> Not at intersection: { _____ feet _____ south-north } of _____ show nearest intersecting street or highway, house number, bridge, driveway or other identifying landmark. { _____ feet _____ east-west }	
<b>V E H I C L E S</b>	YOUR VEHICLE NUMBER 1 _____ Year Make Type (sedan, truck, taxi, bus, etc.) _____ Vehicle License Plate _____ Approximate cost to repair vehicle _____ Year State Number _____ Driver _____ Full Name _____ Street _____ City and State _____ Driver's Occupation _____ Driver's License _____ Driver's Birth Date _____ Age _____ Sex _____ Carpenter, Sales Clerk, Etc. State Number Mo. Da Yr Owner _____ Full Name _____ Street _____ City and State _____ Owner's Birth Date _____ Mo. Da Yr Parts of Vehicle Damaged _____ Driveable <input type="checkbox"/> Yes <input type="checkbox"/> No Owner's Driver License _____ Is this vehicle covered by automobile liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>IF YES TO EITHER SHOW INSURANCE COMPANY Name _____ State Number _____</b> If vehicle not covered, did driver have liability policy applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Show Policy Number Here _____ Address _____</b>	
Space for any third vehicle on reverse side. Total vehicles involved	OTHER VEHICLE NUMBER 2 _____ Year Make Type (sedan, truck, taxi, bus, etc.) _____ Vehicle License Plate _____ Approximate cost to repair vehicle _____ Year State Number _____ Driver _____ Full Name _____ Street _____ City and State _____ Driver's Occupation _____ Driver's License _____ Driver's Birth Date _____ Age _____ Sex _____ Carpenter, Sales Clerk, Etc. State Number Mo. Da Yr Owner _____ Full Name _____ Street _____ City and State _____ Owner's Birth Date _____ Mo. Da Yr Parts of Vehicle Damaged _____ Driveable <input type="checkbox"/> Yes <input type="checkbox"/> No Owner's Driver License _____ State Number _____ Is this vehicle or driver covered by automobile liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes show name of Insurance Company _____	
DAMAGE TO PROPERTY OTHER THAN VEHICLE _____ Approximate cost to repair \$ _____ NAME OBJECT AND STATE NATURE OF DAMAGE _____ NAME AND ADDRESS OF OWNER OF DAMAGED PROPERTY _____		

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Vehicle No. 3 (If third vehicle Involved) \_\_\_\_\_ Vehicle License Plate \_\_\_\_\_ Approximate cost to repair vehicle \_\_\_\_\_

Year Make Type (sedan, truck, taxi, bus, etc.) Year State Number

Driver \_\_\_\_\_ Full Name \_\_\_\_\_ Street \_\_\_\_\_ City and State \_\_\_\_\_

Driver's Occupation \_\_\_\_\_ Driver's License \_\_\_\_\_ Driver's Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Carpenter, Sales Clerk, Etc. State Number Mo. Da Yr

Owner \_\_\_\_\_ Full Name \_\_\_\_\_ Street \_\_\_\_\_ City and State \_\_\_\_\_ Owner's Birth Date \_\_\_\_\_  
Mo Da Yr

Parts of Vehicle Damaged \_\_\_\_\_ Driveable  Yes  No Driver License \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

Is this vehicle or driver covered by automobile liability insurance?  Yes  No If Yes show name of Insurance Company \_\_\_\_\_

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Total Injured

Name \_\_\_\_\_ Address \_\_\_\_\_  Driver In Vehicle  
 Passenger No. \_\_\_\_\_  
 Pedestrian  
 Specify other \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Injured taken to \_\_\_\_\_ Nature and extent of injuries \_\_\_\_\_ Attending Doctor \_\_\_\_\_

Did injured die? \_\_\_\_\_

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Name \_\_\_\_\_ Address \_\_\_\_\_  Driver In Vehicle  
 Passenger No. \_\_\_\_\_  
 Pedestrian  
 Specify other \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Injured taken to \_\_\_\_\_ Nature and extent of injuries \_\_\_\_\_ Attending Doctor \_\_\_\_\_

Did injured die? \_\_\_\_\_

Light Conditions

- Daylight
- Dawn or Dusk
- Darkness

What Pedestrian Was Doing

Pedestrian was going      Across or into \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
N S E W Street name, highway no.

Crossing or entering at intersection  Walking in roadway-with traffic  Pushing or working on vehicle  Other in roadway

Crossing or entering not at intersection  Walking in roadway-against traffic  Other working in roadway  Not in roadway

Getting on or off vehicle  Standing in roadway  Playing in roadway

What Drivers Intended To Do: (Check one for each driver)

Driver 1 2 3	Driver 1 2 3	Driver 1 2 3	Driver 1 2 3
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Go straight ahead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Make Left Turn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Start in Traffic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Remain stopped in traffic lane
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Overtake and pass	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Make U Turn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Start from parked position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Remain Parked
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Make right turn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Make right turn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Back	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Get out of parked or stopped vehicle

Witnesses:

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_ approximate

Name \_\_\_\_\_ Address \_\_\_\_\_ Age \_\_\_\_\_ approximate

DESCRIBE WHAT HAPPENED:

Refer to vehicles by number. If more space is needed, use another report form or a sheet of plain paper of the same size.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

Signature of person submitting report is required. Complete both sides of this form.