



Insurance tips if you're at the scene of an automobile accident

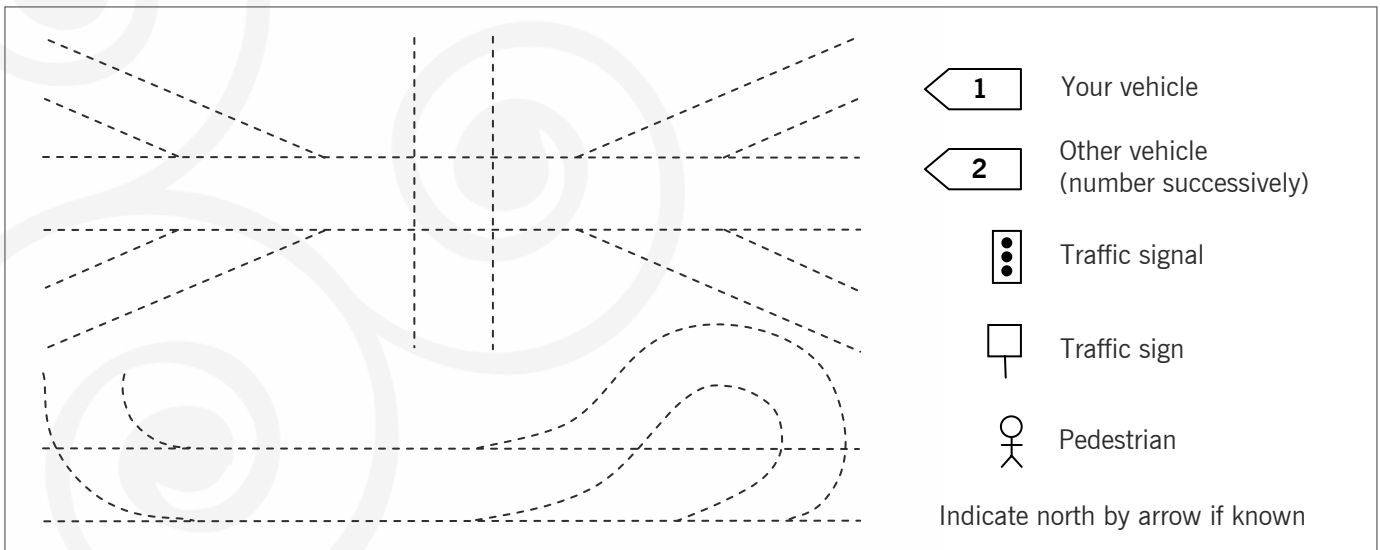
Store these tips in your glove compartment along with a disposable camera to document the scene and damage.

Follow six key steps

1. Keep calm and do not argue or discuss who might be at fault.
2. Notify the police.
3. If injuries are involved, get immediate medical aid.
4. Only discuss the accident with police officers, your agent or representatives of your insurance company.
5. Call your agent to report the accident. Or, if you are driving a company car, call your employer.
6. Fill out all applicable information on this form before you leave the scene, especially if no police are present.

Description and diagram of the accident

Date:	Time:	AM or PM (circle one)	Weather conditions:
Location:			
What happened / how did it occur:			



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Vehicles and drivers involved

Your Vehicle (Vehicle #1)	
Driver:	
License #:	Phone:
Address:	
Make & model:	
Plate #:	
Injuries:	

Other people involved

Passengers & Pedestrians	
Name 1:	In vehicle #:
Address:	
Phone:	Age:
Name 2:	In vehicle #:
Address:	
Phone:	Age:
Name 3:	In vehicle #:
Address:	
Phone:	Age:

Other Vehicle (Vehicle #3)	
Driver:	
License #:	Phone:
Address:	
Make & model:	
Plate #:	
Injuries:	

Witnesses	
Name 1:	
Address:	
Phone:	
Name:	
Address:	
Phone:	
Name:	
Address:	
Phone:	

Other Vehicle (Vehicle #2)	
Driver:	
License #:	Phone:
Address:	
Make & model:	
Plate #:	
Injuries:	

Police information

Officer name:
Officer badge #:
Department/precinct name:
Police report #:
If summons issued, to whom: