

## TRAFFIC ACCIDENT INFORMATION EXCHANGE FORM

- ✓ **STAY CALM.** Call an ambulance if needed. ALWAYS call the police. If police are not dispatched, be sure to file an incident report.
- ✓ **STAY SAFE.** Traffic, fire, injury, debris and weather all pose continuing risks. If taking photos make sure you will not put you or others at risk of injury or further damage.
- ✓ **STAY SMART.** Be courteous, but DO NOT admit fault. And ALWAYS protect your identity. DO NOT allow your driver's license to be photographed. If able take photos of damage to vehicles involved, landmarks, damage to any property or objects at the scene (debris, skids, fallen trees, etc.).

DESCRIPTION OF ACCIDENT			
Date/time of accident	Location of accident	Name/Department of officer	Case number
Description of accident			

DRIVER INFORMATION				
YOUR VEHICLE				
Name of driver	Driver address\ phone number	Driver's license number	Owner of vehicle	Owner address/phone number
Passenger information (name, address, telephone number)				
Year of vehicle	Make of vehicle	Vehicle tag number	State of tags	Vehicle identification number
Description of property damage				
OTHER VEHICLE				
Name of driver	Driver address/phone number	Driver's license number	Owner of vehicle	Owner address/phone number
Passenger information (name, address, telephone number)				
Year of vehicle	Make of vehicle	Vehicle tag number	State of tags	Vehicle identification number
Description of property damage				

INSURANCE INFORMATION		
Your vehicle		
Name of insurance company	Address/phone number	Policy number
Other vehicle		
Name of insurance company	Address/phone number	Policy number