

MOTOR VEHICLE ACCIDENT CHECKLIST

Keep this in your glove compartment

- ❑ Be sure police, ambulance and other emergency personnel are notified;
- ❑ Make written notes of the license plates, makes, and models of all vehicles involved when you exchange license, registration and insurance information;
- ❑ Write down the name, address and telephone number of witnesses, including all persons involved in the accident;
- ❑ Observe and make notes about the road, weather, lighting conditions and the positions of the vehicles;
- ❑ Do **NOT** offer, sign or make any written statements to anyone, including the police, about how the accident happened;
- ❑ Obtain a copy of the police report and/or the accident report number;
- ❑ Report the accident to your insurance company as soon as possible and seek other assistance;

REMEMBER: Even though the police prepare a report, they are not always given complete information. Often a helpful witness remains unidentified and cannot later be located. Follow the checklist above, be assertive, and obtain complete and accurate information.

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