

ACCIDENT INFORMATION WORKSHEET

- Stop immediately and check for injuries.
- Have driver's license, registration, and proof of insurance available.
- Notify Police.
- Fill out your Accident Information Worksheet.
- Do not admit fault or discuss the accident with anyone on the scene. Only talk to Police or someone from **your** Insurance Company.
- Notify your Insurance Company.
- If your car cannot be driven contact your Insurance Company for instructions.
- Do not allow the Police or an Insurance Company representative to steer you to a business where you feel uncomfortable.

Things to keep in your car:

Small notebook
Soft pencil
Disposable camera
Twine or tape measure
Insurance card
Driver's license
Tow company information
First aid kit
Cell Phone
Auto Club Card
Repair shop information
Body shop information
Medical information
Emergency contact information
Flares
Flashlight

* VIN

Vehicle Identification Number.
The VIN is located on the left side of the dash inside the windshield. VIN numbers are 17 characters long.

This Accident Information form comes from Goss' Garage with sincere hopes that you will never have a need for it.

301-577-9200

www.goss-garage.com

1. **DATE:** MONTH _____ DAY _____ YEAR _____

2. **TIME:** _____ AM ___ PM ___

3. **WEATHER CONDITIONS:** CLEAR ___ CLOUDY ___ FOG ___
LIGHT ___ MEDIUM ___ HEAVY RAIN ___ OTHER _____

4. **LOCATION:** PRIMARY STREET _____
CROSS STREET OR LAND MARKS _____

5. **VEHICLE INFORMATION:** MAKE _____ MODEL _____
YEAR _____ COLOR _____ TAG NUMBER _____
STATE _____ VIN* _____ 2 DOOR ___ 4 DOOR ___
STATION WAGON ___ SUV ___ PICKUP TRUCK ___ VAN ___
OTHER _____ IDENTIFYING MARKS ETC. _____

6. **DRIVER INFORMATION:** NAME _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ HOME PHONE (____) _____
WORK PHONE (____) _____
INSURANCE COMPANY _____
POLICY NUMBER _____ AGENT NAME _____
PHONE NUMBER _____

7. **WITNESS INFORMATION:** NAME _____
ADDRESS _____ PHONE NUMBER/S _____
NOTES _____
OFFICER NAME _____
OFFICER BADGE NUMBER _____

8. **TAKE LOTS OF PICTURES:** INCLUDE A PICTURE OF TAG
NUMBER OF OTHER VEHICLE

9. **DRAW DIAGRAM OF SCENE:** INCLUDE DIRECTION OF
TRAVEL OF BOTH VEHICLES, SPEED, POSITION OF
WITNESSES. **USE BACK OF SHEET AS NECESSARY.**

10. **USE TWINE OR TAPE TO MEASURE SKID MARKS AND
DISTANCE TO REFERENCE POINTS, ETC.**