



# How to Obtain a Police Report on a Crash

## Materials

### NECESSARY

- Phone and/or computer
- Funds to pay any associated administrative fees (typically ~\$15)

## Collection Goal

- The primary objective is to secure a copy of the police report (also referred to as a Traffic Collision or Accident Report) that was created as a record of the crash.
- A secondary objective, if applicable, is securing an supporting information or documentation that may also be available from law enforcement but not included in the police report.

## Tracking Process

- To obtain this document, we suggest calling the traffic division of your local law enforcement agency.
  - The municipality will assign a unique report number; this number may be required to obtain the actual report.
  - Be prepared to provide key information about the crash; the municipality will need facts such as location, occurrence date/time, parties involved, etcetera. This information can likely be sourced from news coverage.
  - Ask if any additional, relevant information beyond the report is available.
    - For example, you may be able to access video, audio tapes, photographs, and/or crash reconstruction data.
- The municipality may charge an administrative fee to provide copies to you.

## Additional Notes

- A Traffic Collision or Accident Report is created by a law enforcement officer at the scene of the crash.
- This report contains officers' names and details about the event, including but not limited to:
  - Drivers' statements
  - Testimonies
  - Citations or law violations
  - Accounts of vehicles and/or property involved