



**Requesting Road Traffic Collision (RTC) Information for Insurance and Civil Proceedings**

<b>Section A - Guidance Notes</b>	
<p>Complete section B &amp; C in full. A search of the North Wales Police Record Management System will be made to establish if there is any information available that can be released.</p> <p>You will be notified of any information that can be released and provided with a unique reference number to facilitate payment. Collision reports will not be released until the investigation is concluded.</p>	
<b>Section B - These details are required in ALL cases</b>	
Police Reference Number <i>(Format 1900000000000)</i>	
Insurance / Solicitors Name	
Insurance / Solicitors Contact Number	
Insurance / Solicitors Email	
Insurance/Solicitors Return Address (full address) <i>(this will be where the Third Party Details/Report is sent)</i>	
Your Reference Number	
Date and Time of incident	
Location of incident including town/city	
Client's full name and date of birth	
Driver's name and date of birth, if different from above	
Client's involvement (e.g. driver, passenger, pedestrian etc)	
Vehicle Make, Model & Registration Number	

<b>Section C – Please Tick the box applicable to your request</b>	
Limited Particulars	<input type="checkbox"/>
Copy of Collision Report	<input type="checkbox"/>
Fatal RTC Investigation Report	<input type="checkbox"/>
Other.	<input type="checkbox"/> Please Specify:

By completing and signing this form, you are confirming that you require the information for insurance claims or civil proceedings.

Name:		Signed:		Date:	
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