



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

Section A - Guidance Notes	
<p>Complete section B & 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>	
Section B - These details are required in ALL cases	
Police Reference Number <i>(Format 190000000000)</i>	
Insurance / Solicitors Name	
Insurance / Solicitors Contact Number <i>(direct dials only as this will be the number we ring to provide the passcode to for any links we send)</i>	
Insurance / Solicitors Email- <i>(this will be where we send any links to re: Third Party Details, Report etc.)</i>	
Your Reference Number	
Date and Time of incident	
Location of incident including town/city	
Your Client's full name and date of birth	
Driver's name and date of birth, if different from above	
Your Client's involvement (e.g. driver, passenger, pedestrian etc)	
Vehicle Make, Model & Registration Number	
Section C – Please Tick the box applicable to your request	
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.

<i>Name:</i>		<i>Signed:</i>		<i>Date:</i>	
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Failure to complete this form and sign above will result in the form being returned to you.