

**EXCHANGE OF INFORMATION FORM
COMPLETE AND GIVE TO OTHER PARTIES INVOLVED IN ACCIDENT**

Policyholder's name _____

Address _____

Day Time Phone# _____

Insurance Agent _____

Insurance Company _____

Ins Company Phone# _____

Policy# _____

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Accident Self Help Guide

After an accident, getting help for injured is always the first priority.

- Regardless of the circumstances, report the accident to the police.
- Record the name, address and phone number of the other driver. Write down the make and license number of all vehicles involved. You'll want to get as much information as you can about the other driver's insurance agent, policy and insurance company.
- Don't forget to collect the names, address and phone numbers of passengers and witnesses. Since many cases end up with the parties blaming each other, third-party witnesses can be important. Don't hesitate to approach anyone who may have seen the crash.
- Be careful of what you say. Don't talk about fault; even casual remarks can be used in court.
- Notify your agent immediately. The faster we get information, the faster we can act. Discuss the accident only with your agent and, of course, with the police.
- Examine the damage carefully. Take photos if possible, particularly if the accident occurred on the private property, such as a parking lot.
- Without being overly suspicious, observe the other driver's actions. If the other driver later claims to have a serious injury, what you notice could be important.
- Stay calm.

Use the following worksheet to report all important information at the scene:

Vehicles Involved: #1	
Make/Model & License#:	
Drivers Name:	
Drivers Address:	
Drivers Phone Number:	
Drivers License #:	
Vehicle Involved: #2	
Make/Model & License#:	
Drivers Name:	
Drivers Address:	
Drivers Phone Number:	
Drivers License #:	
Passenger #1	
Name:	
Address:	
Phone Number:	
Passenger #2	
Name:	
Address:	
Phone Number:	
Witness 1	
Name:	
Phone Number:	
Witness 2	
Name:	
Phone Number:	
Police Officer	
Name:	
Phone Number:	