



Auto Accident Checklist

Keep this Accident Checklist in your car, ideally clipped with your registration and proof of insurance. In the event you are involved in an accident, use this document as guidance and to record notes.

- Be Safe.**
 - Do not leave your vehicle until it is safe. If there are injuries, call 911 immediately.
- Remain calm.**
 - It's easy to be upset after an accident. Take a few deep breaths and focus on what steps need to be taken to make the process as easy as possible. Remember to NEVER admit fault!
- Call your insurance agent.**
- Document any damage.**
 - Use your cell phone or keep a disposable camera in your glove box to take pictures. Make sure to take close ups of the damage as well as broader shots so you are able to determine the location of the vehicles in relation to landmarks, driveways, lots, roads, etc.
- Exchange information:**

Vehicle #1

Driver's Name	Driver's Phone Number	Driver's Address
Driver's License Number	Make/Model	Plate Number
Insurance Provider	Policy Number	VIN

Vehicle #2

Driver's Name	Driver's Phone Number	Driver's Address
Driver's License Number	Make/Model	Plate Number
Insurance Provider	Policy Number	VIN

- Gather Witnesses Information:**

Witness Name	Phone Number	Address	Email

- Document Details of Accident:**

Location of accident	Date/Time of accident	Events leading up to and following accident