

CASE #T _____

COLLISION INFORMATION

WHERE DID THIS COLLISION OCCUR? FOR PRIVATE PROPERTY, GIVE FULL ADDRESS		NEAREST CROSS STREET, IF APPLICABLE
DATE OF COLLISION	TIME OF COLLISION	MISC. INFORMATION

REPORTING PARTY INFORMATION

NAME (FIRST, MIDDLE, LAST)		DRIVER'S LICENSE NUMBER	STATE
PHYSICAL ADDRESS (STREET, CITY, STATE, ZIP CODE)			
MAILING ADDRESS			
HOME PHONE NUMBER	ALTERNATE PHONE NUMBER	E-MAIL ADDRESS	
INSURANCE COMPANY		POLICY NUMBER	
VEHICLE LICENSE PLATE	STATE	MAKE & MODEL	
COLOR	DIRECTION OF TRAVEL		

PARTY #2 INFORMATION

NAME (FIRST, MIDDLE, LAST)		DRIVER'S LICENSE NUMBER	STATE
PHYSICAL ADDRESS (STREET, CITY, STATE, ZIP CODE)			
MAILING ADDRESS			
HOME PHONE NUMBER	ALTERNATE PHONE NUMBER	E-MAIL ADDRESS	
INSURANCE COMPANY		POLICY NUMBER	
VEHICLE LICENSE PLATE	STATE	MAKE & MODEL	
COLOR	DIRECTION OF TRAVEL		

COMPLETING A TRAFFIC COLLISION COUNTER REPORT

It is the policy of the Truckee Police Department that officers respond to all traffic collisions occurring on public roadways within the Town of Truckee limits. Collisions that occur on private property, or non-injury collisions where both parties have exchanged insurance information, are not investigated. In these cases, the involved parties may complete a Courtesy Traffic Collision report to document the incident. Typically, a counter report is used to satisfy an insurance company's request for a police report.

INSTRUCTIONS

1. Please fill out all information in the requested fields as completely as possible. List yourself as the Reporting Party; the other driver may be listed as Party #2.
2. Be as clear as possible about the location of the collision. We request that you provide the street the collision occurred on, as well as the nearest cross street. Any collisions occurring on private property must provide the full property address.
3. Write a brief narrative statement in the "Comments" section, detailing how or why the collision occurred. You may use additional pages for your narrative, if necessary.
4. Deliver a copy of this form to the Truckee Police Department via e-mail at policedepartment@townoftruckee.com.
5. A Records staff member will issue an official case number for your report and provide copies with the case number included via e-mail.
6. Additional concerns may be addressed with the Records Department at (530) 550-2323.