

**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)		DOB:	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	YEAR, MAKE & MODEL		
COLOR	DIRECTION OF TRAVEL			

**PARTY #2 INFORMATION**

NAME (FIRST, MIDDLE, LAST)		DOB:	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	YEAR, 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 Traffic Collision Counter Report to document the incident. A counter report may be 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 submit additional pages for your narrative, if necessary.
4. Deliver a copy of this form to the Truckee Police Department via e-mail at: [police-records@townoftruckee.gov](mailto:police-records@townoftruckee.gov).
5. An official case number will be issued for your report and a Records staff member will send you a copy via e-mail.
6. Additional concerns may be addressed with the Records Department at (530) 550-2323.