



Request for Police Collision Reports and Third Party Details in Road Traffic Collisions

Information Required <i>(Please cross)</i>	<input type="checkbox"/> Third Party Details	<input type="checkbox"/> Self Report	<input type="checkbox"/> Police Report
If you have a Case Reference Number, please send a payment of either:			
THIRD PARTY DETAILS	£ 34.30		
(This charge is not deducted from the basic cost of the full report or self-report at a later date)			
SELF-REPORT	£ 35.20		
POLICE REPORT – BASIC	£ 99.00		
(Up to 25 pages of a single Evidence or Action Book. This fee is non-refundable if the work has been completed)			
Payment must be in pound sterling. We only accept cheques made payable to the 'Office of the Police and Crime Commissioner for Leicestershire (OPCC)'			
General Fees and Charges are available from our website : www.leics.police.uk			

This section must be completed	
Case Reference Number <i>(This should be obtained from your client)</i>	

Payment must be included when submitting this form with a Case Reference Number. Forms without payment will be returned, which may cause a delay.

These Details are also required	
Insurance /Solicitor's Name	
Insurance/Solicitor's Contact Number	
Email address	
Insurance/Solicitor's Return Address <i>(please note this will be where the TPD/Report is sent)</i>	
Return Address Postcode	
Your Reference Number	
<u>Date</u> and <u>time</u> of Incident (Mandatory)	
<u>Location</u> and <u>postcode</u> of incident (Mandatory)	
Client's full name	
Driver's Name if different from above <i>(if applicable)</i>	
State if any injuries occurred as a result of the collision	Yes/No (If yes state injuries)
Vehicle Registration Number(s) <i>(if applicable)</i>	

By completing and signing this form you are confirming that you require the information for insurance claims or civil proceedings. If it is not signed it will be returned to you.

Name		Date		Signed	
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Failure to complete this form correctly could result in the form and any cheques being returned to you.