



APPLICATION FOR POLICE INCIDENT REPORT (PIR) or VEHICLE COLLISION REPORT (VCR)

need eth no?

PD268

POSTAL ADDRESS: Records Release Unit, SA Police PHONE ENQUIRIES: 08 8204 2455 EMAIL: SAPOL.records@police.sa.gov.au
GPO Box 1539, ADELAIDE SA 5001 FAX NO: 08 8204 2307

IMPORTANT INFORMATION FOR THE APPLICANT

- Read through the Frequently Asked Questions provided on the second page of this form
- Complete the 'PERSONAL INFORMATION' and the request sections, and then the section about the type of report you require, i.e., 'VEHICLE COLLISION REPORT' or 'POLICE INCIDENT REPORT'

PERSONAL INFORMATION

Company Name or
Family Name: *(Mr, Mrs, Miss, Ms, Dr)*..... Date of Birth:...../...../.....
Given Name:..... Middle Name(s):..... Sex: Female Male
Other Names: *(if different at the time of accident)*.....
Current Address: Suburb: Postcode:
Postal Address: *(if different from residential)*..... Suburb: Postcode:
Telephone: (H)..... (W)..... (Mob).....

REQUEST

Type of Request Police Incident Report Vehicle Collision Report
Reason for Request Insurance CIC Claim Court Attendance
 Other.....

POLICE INCIDENT REPORT

Provide details to enable identification of incident

Type of Event:.....
Report No:..... Date:...../...../..... Time:..... Your Ref No:.....
Location of incident:.....
Any other relevant information:.....

VEHICLE COLLISION REPORT

Provide details to enable identification of accident

Report No:..... Date:...../...../..... Time:..... Your Ref No:.....
Location of accident:.....
Unit 1 Driver: *(Family Name, Given Name)*..... Reg. No:.....
Unit 2 Driver: *(Family Name, Given Name)*..... Reg. No:.....
Other Drivers: *(Family Name, Given Name)*..... Reg. No:.....
Where reported: *(Specify Police Station or at the scene)*.....

PROOF OF IDENTITY

Proof of identity is required and originals must be presented to a SAPOL employee when you submit the Application. For company vehicles, proof of registration only is required.
Applicant must provide one of the following that carries a signature, and one that carries a photograph that can be matched to the applicant.

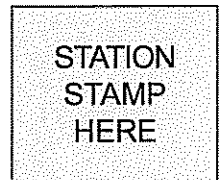
Drivers licence or permit Public Service employee ID Centrelink Card Tertiary Education ID Proof of Age Card
 Passport (current or expired within 5 years) Birth Certificate (or extract) Citizenship Certificate (or certified paper)

PAYMENT

SAPOL USE ONLY

I hereby certify appropriate fees have been paid, I witnessed the applicant's signature and am satisfied as to the correctness of the identity of the applicant - a copy of identification documents are attached.

Employee's Name:..... ID No:..... Initials:.....
Date:...../...../200..... Amount Paid: \$..... Receipt No:.....



A FEE IS TO ACCOMPANY THIS FORM - NO FEE WAIVERS OR CONCESSIONS APPLY

Mail to postal / residential address of applicant I hereby authorise my report(s) to be mailed to the postal / residential address indicated overleaf by Australia Post via standard postal service. I understand this is undertaken at the applicants own risk. SAPOL holds no responsibility for any loss which may occur.

APPLICANT Signature: Date: / /200.....

Mail to Other Person / Organisation I hereby authorise my reports(s) to be mailed to the following person and address by Australia Post via standard postal service. I understand this is undertaken at the applicant's own risk. SAPOL holds no responsibility for any loss which may occur.

Company Name:

Postal Address: Suburb: Postcode:

Attention of: Position:

APPLICANT Signature: Date: / /200.....

Collect in person from: Police Station.

Telephone number to advise collection is: (H) (W) (Mob)

3rd Party Collection I hereby authorise my report(s)

to be collected by: Family Name: Given Name:

Address: Suburb: Postcode:

Telephone number to advise collection is (H) (W) (Mob)

APPLICANT Signature: Date: / /200.....

FREQUENTLY ASKED QUESTIONS

Q: How long will it take to process my request?

A: The standard timeframe to process a request is 5 - 10 working days.

Q: Can I apply via email, or fax through my request?

A: No, unfortunately you must either submit your application at a Police Station or else send through the application form via the postal service to Records Release Unit attaching the appropriate fee and copies of identification documents.

Q: What is the cost of a VCR / PIR?

A: The cost of either report is in accordance with fees and charges as per the Government Gazette. The fee can be obtained from SAPOL's website. This fee is adjusted annually in accordance with CPI and is set by the Department of Treasury and Finance. This service is no longer subject to fee waivers, and concessions do not apply.

Q: If I require a refund, how do I apply for one?

A: All applications for refunds must be made within three months from the lodgement date. Please forward your request in writing together with supporting documentation to the postal address listed on the front of the form.

Q: Can I apply for a VCR / PIR on behalf of someone who is residing overseas or interstate?

A: You can apply on behalf of someone overseas or interstate if you hold Power of Attorney. Documents to verify this must be produced. A copy must be attached with the application. The original Power of Attorney Certificate must be sighted by a SAPOL employee or equivalent.

Q: The report belongs to someone else - can I obtain a copy?

A: Yes, however if your name is not mentioned you will be required to prove your association with the incident, e.g. provide proof of ownership of the vehicle or property; and the request for the report needs to be justified e.g. an insurance claim. Details that are personal to other people will be removed from the report.

Q: Can I apply for all statements and records related to my VCR / PIR?

A: No, you will only be provided with the PIR or VCR. In many cases this will be sufficient if you need to substantiate that an event occurred.

Q: Can I get a copy of my blood alcohol reading with my VCR?

A: No, Blood Alcohol readings are automatically sent to each driver. If for any reason you did not receive one, please contact State Forensic Science on telephone 8226 7700.

Q: What if the information on my VCR or PIR is incorrect?

A: In the first instance visit your Police Station and explain the changes you would like to make. In some cases you may need to correct your records via the Freedom of Information Act. Please Submit a PD361 - Application for Amendment of Personal Records form which is available from any Police Station. Please outline your concerns and provide a copy of the disputed evidence.

Q: How can I obtain further information?

A: Telephone or email the Records Release Unit via the contact details listed on the front of this form. Alternatively, you are able to access this application form on SAPOL's Internet site www.police.sa.gov.au. Look for Police Reports in the Site Map.

A FEE IS TO ACCOMPANY THIS FORM - NO FEE WAIVERS OR CONCESSIONS APPLY