


VEHICLE ACCIDENT INFORMATION APPLICATION FORM – AUTHORISED REPRESENTATIVE USE
AUTHORISED REPRESENTATIVE USE ONLY (INSTRUCTIONS ATTACHED)

The Victorian Accident Records Office deals only with accidents which occurred within the State of Victoria and which have been reported to Victoria Police.

Section 1: Authorised representative:

Name of Client Involved in Accident: _____

Company Representing Client: _____ Ref. No. _____

Address: _____ Postcode: _____ Ausdoc/DX: _____

Telephone No.: _____ Facsimile No.: _____ Date: _____

Name of Authorised Representative: _____ Signature: _____

Section 2: Information about the accident.

Date of Accident: _____ Time: _____

Place of Accident: _____

Police Officer reported to: _____ Police Station: _____
(if known)

Section 3: Information about the parties & vehicles involved in the accident.

Provide details of Vehicles, Drivers, Vehicle Owners, Passengers, Pedestrians, and/or Property Owners, if you have that information.

Surname: _____ First Name: _____ Driver Owner

Registration No.: _____ Licence No.: _____ Pedestrian Passenger

Surname: _____ First Name: _____ Driver Owner

Registration No.: _____ Licence No.: _____ Pedestrian Passenger

Surname: _____ First Name: _____ Driver Owner

Registration No.: _____ Licence No.: _____ Pedestrian Passenger

Surname: _____ First Name: _____ Property Owner

Property Address _____

CHECKLIST: All relevant sections completed? Yes

Client authority attached? Yes

Statutory declaration attached? Yes

Relevant payment attached? Yes



STATUTORY DECLARATION

VICTORIA POLICE

I, _____
(Full name of the person making this declaration.)

of _____
(Address of the person making this declaration.)

in the State of Victoria, do solemnly and sincerely declare:

- that I am an authorised person under Section 118N of the Police Regulation Act 1958 ie. a person:
 - (a) who is injured as a result of a vehicle accident; or
 - (b) whose property is damaged or destroyed as a result of a vehicle accident; or
 - (c) who is a personal representative of a person who dies or is injured, or whose property is damaged or destroyed, as a result of a vehicle accident; or
 - (d) who is an authorised representative of a person referred to in paragraph (a) or (b), or a personal representative referred to in paragraph (c)
- that I am requesting vehicle accident information for one or more of the following authorised purposes defined in Section 118L of the Police Regulation Act 1958;
 - (a) to obtain legal advice in relation to the vehicle accident; or
 - (b) to recover any loss or damage incurred or suffered, or costs incurred, as a result of the vehicle accident, whether by way of legal proceedings or otherwise; or
 - (c) to assess and determine a claim under a contract of insurance made in relation to-
 - (i) the death or injury of a person as a result of the vehicle accident; or
 - (ii) the damage to, or destruction of, property as a result of the vehicle accident; or
 - (d) to assess and determine a claim for compensation under a statutory insurance scheme law in respect of the death of or injury to a person as a result of the vehicle accident; or
 - (e) to investigate the vehicle accident for a purpose set out in paragraph (a), (b), (c) or (d).
- that the information requested will be handled in a manner consistent with section 118Q of the Police Regulation Act 1958, and that there will be no use or disclosure of this information for a purpose other than the authorised purpose for which the information is provided.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

Signature Of Person Making Declaration	
--	--

Declared at _____ in the State of Victoria

on the _____ day of _____ 20____

Before me,

SIGNATURE	
PRINT NAME	
ADDRESS	
STATUS	<input type="checkbox"/> Justice of the Peace or Bail Justice <input type="checkbox"/> Member of the Police Force <input type="checkbox"/> Person authorised under Section 107A(1) of the Evidence Act 1958 to witness the signing of a Statutory Declaration

HOW TO LODGE A VEHICLE ACCIDENT INFORMATION APPLICATION FORM

1. Who can apply for vehicle accident information?

Any person listed in section 118N(1) of the Police Regulation Act 1958 may apply for vehicle accident information. This includes any person who is injured, or suffers property damage as a result of a traffic accident, or a person authorised to represent them.

2. How may vehicle accident information be used?

Information may only be requested for the following authorised purposes:

- Obtain legal advice regarding the accident;
- Recover any loss or damage incurred or suffered, or costs incurred;
- Assess insurance claims relating to:
 - death or injury of a person;
 - damage or destruction of property;
- Assess a claim for compensation relating to the death or injury of a person;
- Investigate a vehicle accident for any of the above purposes.

The disclosure or use of vehicle accident information for a purpose other than those listed above is prohibited and will incur penalties in accordance with section 118Q of the Police Regulation Act 1958.

3. Which application form do I use?

Form	Used By	Use When
Individual	Driver Vehicle Owner Passenger Pedestrian Property Owner	Applicant is an individual involved in the vehicle accident.
Authorised Representative	Insurers Solicitors Loss Assessors Investigators Employee	Applicant is a relevant insurer, or a third party with written authorisation from an individual involved in the accident to obtain information on their behalf. Also includes the representative/employee of an organisation directly involved in accident ie owner of property or vehicle
Personal Representative	Parent Guardian Administrator Executor Power of Attorney	Applicant is a third party. The individual involved in the accident is unable to provide their representative with a written authority to obtain information on their behalf eg. the individual is a child, disabled, does not have the legal capacity or has died as a result of the vehicle accident

4. Documentation to accompany an application

Each application must be accompanied by a statutory declaration signed by the applicant certifying that the:

- applicant is a person to whom section 118N(1) of the Police Regulation Act 1958 applies;
- information is being sought for an authorised purpose under section 118L Police Regulation Act 1958;
- information obtained from Victoria Police will be managed in accordance with section 118Q of the Police Regulation Act 1958; and
- information will not be used or disclosed for a purpose other than the authorised purpose.

A statutory declaration has been designed specifically for this purpose and forms part of the 'Vehicle Accident Information Application' kit.

The following documentation should also be attached to each application;

Individual applicants:

- Copy of an approved form of identification ie. driver's licence, passport or birth certificate.

Authorised Representatives:

- Solicitors, loss assessors and investigators are required to provide a signed authority from their client which clearly authorises the representative to obtain information on their client's behalf.
 - If the client is a company, the authority must be signed by a company employee or officer on official company letterhead.
 - In situations where a solicitor or loss assessor is representing an insurance company who in turn is representing an individual, a signed authority must be obtained from the individual.

Personal Representatives:

- Copy of an approved form of identification ie. driver's licence, passport or birth certificate.
- Documentary proof of the following;
 - Proof of parentage or guardianship;
 - Proof of administration or guardianship under the Guardianship and Administration Act 1986;
 - Proof of power attorney;
 - Proof of administration or execution of the person's estate.

5. Fees

Search fees for accident reports change on 1 July, every year.

Current fees are available on the Victoria Police website at www.police.vic.gov.au. Select 'Our Services' from the menu, and then select 'Accident Records'. If internet access is not available, this information may be obtained by contacting the Accident Records Office on 03 9247 5258.

Police Regulation (Fees & Charges) Regulations 2004 prescribe that a search fee (GST does not apply) is to be charged, to incorporate a search of relevant records to supply a copy of the Collision Report and, **if applicable**, the first ten pages of statements. Should the report contain additional pages of statements they will be available for a further fee. This fee is a search fee and will not be refunded regardless of whether or not a report is located. Every endeavour will be made to locate a report.

Cheques or money orders should be made payable to 'Victoria Police'.

6. Information Release Policy

Victoria Police applies strict guidelines to the release of traffic accident information to individuals and organisations outside Victoria Police. This release policy applies when vehicle accident information is requested by an insurance company, loss assessor/investigator, solicitor, personal representative or an individual who was a party to the accident. This policy does not relate to the release of information to police forces and organisations with responsibility for law enforcement, the Traffic Accident Commission or VicRoads.

The release of information by the Accident Records Office is dependent upon whether or not the traffic matter has been approved at the time of the application. If the matter has been *approved*, in most cases the following level of information may be released to authorised parties;

Released:

- Copy of Victoria Police's 510 Collision Report form Parts 1 & 2 or computer generated report;
- Statements from all persons who witnessed the accident including personal details;

Not Released

- Blood alcohol & preliminary breath test results;
- Details of penalty notice or court results;
- Statements from persons who did not witness the accident.

A traffic matter may be outstanding (yet to be approved) in cases where:

- The matter is still under investigation by members of Victoria Police;
- The offender has not been located.

In situations where information has been requested on a traffic matter that has not been approved, the Traffic Incident Report will be forwarded once the report becomes available.

No information may be released if the Traffic Incident has not yet been approved.

If authorised parties require material that is contained in the Police Brief of Evidence, a request must be made to: Victoria Police's:

**Freedom of Information Division
Victoria Police Centre
637 Flinders Street
DOCKLANDS VIC 3008**

OR

**Freedom of Information Division
DX 210096 MELBOURNE**

7. Privacy Collection Statement

This information is collected by the Victoria Police Accident Records Office for the purpose of processing your request for vehicle accident information in accordance with section 118 of the Police Regulation Act 1958.

You are able to gain access to your personal information provided in this application and held at the Accident Records Office by contacting the Freedom of Information Unit at the above address.

The information provided in this application will not be disclosed to any other person or organisation. For details regarding release of accident information see the Information Release Policy above.

8. Instructions for mailing the application form.

Applications should be forwarded to:

**Accident Records Office
G. P. O. Box 913
MELBOURNE VIC 3001**

OR

**Accident Records Office
DX 210096 MELBOURNE**

Should you require any assistance in completing this form, please contact the Accident Records Office on (03) 9247 5258.

Please allow a minimum of 10 working days for Accident Report applications to be processed.