Car Accident Checklist

⚠ Call 911 and remain as calm as possible
⚠ If the accident happens on a busy road stay in your car until help arrives
⚠ Don’t jump out of your car angry (even if was clearly their fault)
⚠ Take photos of other car, specifically the license plate in case they drive off
⚠ Don’t apologize or discuss specifics of the accident with the other party

DETAILS TO GATHER FROM SCENE

☐ Driver’s Name: ___________________________   ☐ Phone Number: ___________________________

☐ License Plate: ___________________________   ☐ License Number: ___________________________

☐ Home & Email Address: ________________________________

☐ Car Make/Model/Year: ______________________________

☐ Insurance Company: ___________________________   ☐ Insurance Policy ID #: ___________________________

☐ Time of Day: ___________________________   ☐ Location of Accident: ______________________________

☐ Other Passengers: __________________________________________________________

☐ Witnesses: _____________________________________________________________

☐ Describe Accident: _______________________________________________________

Learn more about creating an Everplan at www.everplans.com.
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DETAILS TO GATHER FROM POLICE

☐ Officer Name: ________________________  ☐ Badge Number: ________________________

☐ Phone Number: ________________  ☐ Police Report Number: ______________________

☐ Additional Details (example: municipality or jurisdiction where the accident occurred):

_________________________________________________________________________

_________________________________________________________________________

TAKE PHOTOS OF THE FOLLOWING:

☐ Vehicle Damage  ☐ License Plate  ☐ Insurance Card  ☐ Accident Scene

YOUR INSURANCE INFORMATION

☐ Company: ________________________  ☐ Policy ID #: ________________________

NOTES & ADDITIONAL DETAILS

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Remember

Create an Everplan to easily and securely update and share all of your vital information with the people you love and trust.