

Request for Third Party Details/Information in Road Traffic Collisions

Section A - Guidance Notes

For a fee of **£39.12** a search of the South Wales Police Record Management System will be made to establish if there is any information available that can be released.

You will be provided with third party details in the first instance. You will also be notified of any further information that can be released **and** the associated fee.

Please note – if recorded as an injury Road Traffic Collision – a motor vehicle collision report is NOT always available.

Section B These details are required in ALL cases

Police Reference <i>(Format 620000000000)</i>	
Insurance /Solicitors Name	
Insurance/Solicitors Contact Number	
Insurance/Solicitors Return Address <i>(this will be where the Third Party Details/Report is sent)</i>	
Your Reference Number	
Date and Time of incident (MANDATORY)	
Location of incident including town/city (MANDATORY)	
Client's full name	
Driver's name and date of birth, if different from above	
Client's involvement (e.g. driver, passenger, pedestrian etc)	
Vehicle Registration Number	

By completing and signing this form, you are confirming that you require the information for insurance claims or civil proceedings.

Name:		Signed:		Date:	
-------	--	---------	--	-------	--

Please return the completed form with a cheque for **£39.12** made payable to:

'P&CC for South Wales'

South Wales Police Motoring Unit
Cardiff Bay Police Station
James Street
Cardiff Bay
CF10 5EW

Failure to complete this form and sign above will result in the form being returned to you along with any payment.