

INSTRUCTIONS FOR COMPLETING
STATE OF WASHINGTON
VEHICLE COLLISION REPORT

① UNFOLD HERE

The operator or owner of any vehicle involved in a collision within this state in which any person is injured, including one's self, or in which any person's property sustains damages in the amount of \$500.00 or more is required to complete this collision report form. Mail this report to the Washington State Patrol, Record Section, P.O. Box 42628, Olympia, WA 98504-2628.

GENERAL INSTRUCTIONS

This Vehicle Collision Report is designed to use computer technology to read and record your printed responses. To ensure accuracy, please follow these instructions when completing the report.

When the information requested is not available or not applicable, leave that portion of the form blank.

Print in block capital letters using a black ball-point pen with a medium tip; do not use a pencil or felt-tip pen. Please follow the examples below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	1	2	3	4	5	6	7	8	9	0
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Note: sevens and zeros should not be crossed

Items requiring a box to be marked should be filled in as follows: OR

If the collision was investigated by a law enforcement officer:

- A seven digit Report Number should have been provided to you at the time of the collision by the investigating officer.
- This Report Number is pre-printed on the Police Traffic Collision Report.
- If you were not provided a Report Number, contact the investigating law enforcement agency.
- **The Report Number MUST be entered in the boxes provided in the upper right corner on all pages of the Vehicle Collision Report.**

If the collision was not investigated by a law enforcement officer, leave the Report Number blank.

SPECIFIC INSTRUCTIONS (Items which are self-explanatory are not listed)

COLLISION LOCATION

COLLISION OCCURRED ON: Mark one road category box. Examples are:

- Interstate - I-5, I-82, I-90, I-182, I-205, I-405 or I-705
- State Route - includes all state highways and US routes; for example, SR 20, Highway 99, US 395
- City Street - a street or road within an incorporated city, which is not in another road category
- County Road - a street or road outside an incorporated city, which is not in another road category
- Other - parks, campuses, forest service roads, military bases, park and ride lots, etc.
- Private Way - private roads, shopping malls, parking lots, driveways, etc.

PLACE WHERE COLLISION OCCURRED:

COUNTY: Print the name of the county in which the collision occurred. If uncertain, check with local law enforcement agency.

IF THE COLLISION OCCURRED INSIDE CITY LIMITS:

- leave miles and direction blank,
- mark the "IN" box,
- print name of city,
- print name of street or highway in the boxes following the word "ON"

IF THE COLLISION OCCURRED OUTSIDE CITY LIMITS:

- enter the number of miles and mark the direction from closest city,
- mark the "OF" box,
- print name of city,
- print name of street or highway in the boxes following the word "ON"

and

IF THE COLLISION OCCURRED AT AN INTERSECTION:

- print name of intersecting street or road in the boxes following the word "AT"

IF THE COLLISION DID NOT OCCUR AT AN INTERSECTION:

- print names of street or roads on either side of the collision in the boxes following the words "BETWEEN" & "AND",
- enter distance in feet and mark the direction from closest reference,
- print reference name in the boxes following the word "OF"