

Make & Model: please be careful to distinguish between option packages and the correct model name. Some manufacturers offer the same option package on their large and small cars. Examples: (option package information is unnecessary for your report)

✓ <u>Make</u>	✓ <u>Model</u>	<u>Option Package</u>
Buick	Skylark	Limited
Oldsmobile	Ciera	Brougham
Ford	Mustang	GT Turbo
Toyota	Camry	LE

Body Style: indicate 2-door sedan, 4-door hatchback, convertible, station wagon, 4 wheel drive (4WD) pickup, crew-cab pickup, van, mini-van, etc. For motorcycles, please give the engine size (450cc, etc.) in the body style box. For trucks, indicate cab over or cab behind (conventional).

• Be sure to fill out the **Wyoming Insurance Certificate (SR21)** and sign it. The SR21 certificate will be mailed by the State to your insurance company to verify your insurance coverage. *Do NOT complete the SR21 on the back side*; this is completed by your insurance company. Do not detach the SR21 Certificate from the report form.

On the reverse side of the form, check the appropriate boxes, list the persons involved, and code the safety equipment, physical status, and medical treatment for each person; this is **important** information.

The accident description is also important; briefly describe what happened prior to the accident, and during the accident. Draw a simple diagram of the road at the accident scene, and the vehicles as per the instructions. Check one of the nine boxes on the far right of the diagram if it generally describes the accident.

• Check the **direction of travel** in the bottom of the diagram section.

• **Sign the report** just below the diagram section in the box that reads "SIGN HERE", (not on the SR21 backside)

REVIEW the form when you've finished to be sure you haven't omitted any information.
When the report is complete:

- Mail your report **and** ONE REPAIR ESTIMATE for your vehicle, to ACCIDENT RECORDS at the address on the top of the form. The repair estimate shall be from an established repair garage, or an insurance adjustor employed by an insurer, licensed to do business in Wyoming.
- You may have your insurance *agent* complete the reverse side of the SR21 certificate. However, the State will mail the insurance certificate (SR21) portion of the form to your insurance *company* for final validation.

ADDITIONALLY:

If a copy of the Investigator's Traffic Accident Report is desired, it can be obtained from ACCIDENT RECORDS for a cost of \$3.00, or a certified copy for \$5.00. Checks should be made payable to the Wyoming Department of Transportation. To process your request, include the driver's name, the date of the accident, and the county where the accident occurred.

For more information:
Highway Safety Program
Wyoming Department of Transportation
5300 Bishop Blvd.
Cheyenne, Wyoming 82009-3340
(307) 777-4450



Please do **NOT** fax your report!