

Application Form – Traffic Accident Report

Work Instruction Reference: CSCWI401

Quality Form: **CSCFM025**



CITEC is collecting the information on this form to administer an online information system that provides public access to crime information held by the Queensland Police Service. This is authorised by the Queensland Police under a Memorandum of Understanding with CITEC. CITEC provides some or all of this information to the Queensland Police to verify the authenticity of applicants requiring access. **For assistance, please contact 1800 773 773.**

Please Note - Correct and adequate information must be supplied to ensure that the appropriate report may be located.

Accident Details:

Queensland Police Report Number (MANDATORY, 10 digits):

Q P _ _ _ _ _

Date of Accident: _____ Time of Accident: _____ am / pm

Exact Location of Accident: _____

Police Officer's Name: _____ Police Officer's Station: _____

Client's Name: _____

Client's Connection to Accident: _____

Driver's Name: _____ Vehicle Registration No. : _____

Other Driver/s' Name: _____ Other Vehicle Registration No. : _____

Applicant Details: (Applicant to Complete)

Applicant's Name: _____

Business Name: _____

Postal Address: _____

Town/City: _____ State: _____ Postcode: _____

Phone: () _____ Business: () _____

Mobile: _____ Fax: () _____

Applicant's Reference/Claim Number: _____

Delivery of Traffic Accident Report: (Select ONLY ONE delivery option)

☐ Email: _____ ☐ Fax: () _____

☐ Post to: Applicant Details - Postal Address ☐ Pickup: CITEC, 317 Edward Street, BRISBANE, QLD, 4001

Report Details Required: (Select ONLY ONE report option)

☐ Police Traffic Accident Report Only **\$86.44**

☐ Police Traffic Accident + Other Documents* **\$97.98** (*Other Documents will be mailed)

☐ Other Documents Only* **\$34.63** (*Other Documents will be mailed)

Do you wish for the Other Documents order to remain active for up to 12 months?

☐ Yes ☐ No

Certification: I certify that I am / act on behalf of one of the parties to this road traffic accident.

Applicant's Signature: _____ Date: _____

Payment Details:

Once your form is received, a CITEC Confirm Customer Service Representative will contact you by telephone to process your request. Please note: payments by money order or cheque will need to be cleared before the search can be completed. This may take up to four (4) business days. If paying by credit card, the Customer Service Representative will ask for your credit card details. Please send the completed form (along with your Cheque if necessary) to:

confirm@citec.com.au or CITEC Confirm, GPO Box 279, BRISBANE QLD 4001 or Fax to (07) 3222 2509.