

# City of Philadelphia

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## Records Department Requirements for Obtaining Traffic Accident Report Copies

Pursuant to Bill 11-0631, that amends Title 21 of the Philadelphia Code by limiting the public availability of police accident reports, instructions for obtaining copies of reports are listed below.

### **Individuals Involved in the Accident**

Requests from individuals may be submitted in-person or by mail. Only individuals who were involved in the traffic accident are eligible to receive a copy of the report.

Requests are to be submitted on an Application for Copy of a Traffic Accident Report and include the Affidavit form, signature and government issued photo ID of the eligible individual requesting the record. You may access the on-line data enterable application form.

### **Agents for Individuals Involved in the Accident**

A parent, guardian, or representative (Power of Attorney) may submit the required forms: application, affidavit, photo ID.

### **Acceptable ID**

Requestor must submit legible copy of his or her valid government issued photo identification. Examples of acceptable identification are a state issued driver's license or non-driver photo ID that verifies the eligible requestor's name and current address.

If you do not have acceptable photo identification, you may complete the Statement from Requestors Not Possessing Acceptable Government-Issued Photo ID with two documents verifying your current address. Examples of documents identifying your current address are: Utility bills; Bank statement; Car registration; Pay stubs; Income tax return / W2; Lease / rental agreement.

The completed application form with accompanying identification documents and the completed affidavit form can be submitted in person or mailed to: Records Department, Room 168 City Hall, Philadelphia PA 19107.

### **Lawyers Representing Parties in an Accident**

Lawyers representing parties to the accident must complete the application and affidavit forms and also submit a statement / letter from the individual involved in the traffic accident and sign the note affirming that the attorney is authorized to represent him / her. The client's name should be printed and legible as well.

The required documentation may be submitted in person or by mail.

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### **Insurance Companies Representing Parties in an Accident**

Insurance companies representing parties to the accident must complete the application form and also submit an affidavit form that includes the signature and printed name of the authorized representative of the insurance company. The name, address, and telephone number of the authorized company representative must also be included in addition to the information of the insured. The company representative must also submit the required copy of government issued photo ID.

### **Authorized Agents for Insurance Companies**

Insurance companies may designate an authorized agent. The Insurance Company must submit a formal letter on company letterhead identifying the agent's name. The letter should include the contact information for the insurance company, including name, address, telephone number and e-mail address of the authorized manager or supervisor of the insurance company as well as the same for the authorized agent. The authorized agent will need to comply with the requirements: application and affidavit forms, copy of insurer's letter and copy of government issued photo ID.

The required documentation may be submitted in person or by mail.

### **Government Agencies**

Authorized representatives of government agencies requesting report copies must complete the application form and complete the Affidavit and attach a copy of the request on agency letterhead signed by a manager in the agency and include the manager and representative's name, address and telephone number. A copy of the required copy of government issued photo ID must also be submitted.

### **Application and Other Forms**

Data-enterable forms are available on-line [www.phila.gov/records](http://www.phila.gov/records). Select Police / Fire Reports Unit.