



CITY OF PHILADELPHIA

Department of Records
(215) 686 – 2261

TO: All Traffic Accident Report Requesters

FROM: James P. Leonard, Commissioner

A handwritten signature in black ink, appearing to be 'JPL', written over the name James P. Leonard.

DATE: August 24, 2017

RE: Traffic Accident Report Requirements

The following categories must be completed for all traffic accident report requests:

1. A 12-digit District Control Number, example 2017(year)-35(district)-000000(incident number)
2. Location of Accident – address or cross streets
3. Date of accident
4. Driver's name
5. Insured Party

The City of Philadelphia Department of Records has access to accident/incident reports for events that occurred within Philadelphia County. Incomplete reports and/or reports received for any other county will be returned.

cc: Police Reports Unit