



VICTORIA POLICE

SUBROGATION NOTICE

DETAILS OF INSURANCE COMPANY MAKING CLAIM:

INSURANCE COMPANY

DATE (dd/mm/yyyy)

CONTACT

CLAIM NUMBER

STREET ADDRESS/PO BOX

YOUR REFERENCE

SUBURB

STATE

POSTCODE

PHONE

CLAIMANT'S DETAILS (OWNER OF PROPERTY)

SURNAME

GIVEN NAMES IN FULL

DATE OF BIRTH

(dd/mm/yyyy)

STREET ADDRESS

SUBURB

STATE

POSTCODE

DETAILS OF OFFENCE:

LEDR/INCIDENT NUMBER

BURGLARY:

THEFT OF MOTOR VEHICLE:

CRIMINAL DAMAGE:

LOST PROPERTY:

THEFT FROM MOTOR VEHICLE:

CRIMINAL DAMAGE BY FIRE:

THEFT:

VEHICLE REGISTRATION:

STATE:

OTHER: (PLEASE SPECIFY)

DATE OF OFFENCE

(dd/mm/yyyy)

ADDRESS/LOCATION WHERE OFFENCE OCCURRED

FULL NAME OF PERSON WHO REPORTED THE OFFENCE

DATE REPORTED

(dd/mm/yyyy)

NAME OF POLICE OFFICERS/STATION WHERE OFFENCE REPORTED – IF KNOWN

DESCRIPTION OF PROPERTY STOLEN

This property is now owned by _____ by virtue of that Company having settled
(NAME OF INSURANCE COMPANY)

my/our claim in respect to such property under Policy Number _____
(INSURANCE CLAIM POLICY NUMBER)

Insured _____
(CLAIMANT'S NAME)

Notwithstanding that the claimant is no longer the owner of such property, the claimant agrees to attend when requested to identify any property which is believed to have belonged to the claimant covered by the policy.

CLAIMANT'S SIGNATURE: _____

WITNESS: _____

FULL NAME: _____

FULL NAME: _____

ADDRESS: _____

ADDRESS: _____

INSTRUCTIONS FOR COMPLETING A SUBROGATION NOTICE

DETAILS OF INSURANCE COMPANY MAKING CLAIM

Complete details of the insurance company requesting that police records be updated. Contact details will be used in case it is necessary to clarify details on the Subrogation Notice. The claim number will be recorded on police records.

CLAIMANT'S DETAILS (OWNER OF PROPERTY)

Complete details of the owner of the property that was stolen/lost/damaged.

DETAILS OF OFFENCE

Please provide the LEDR/Incident Number relating to the claimant's request wherever possible.
Please mark the option that best describes the offence. If the offence is not listed, please specify.
Complete the date of the offence, the full name of the person who reported the offence and the date it was reported to police. Provide the police officer's name and the name of the police station (if known). A description of the property stolen is not mandatory but may assist in locating the report.

Please have the claimant complete the declaration and have a witness sign and complete the bottom section of the application.

Please forward ORIGINAL application form to:

Insurance Section
Public Enquiry Service
Victoria Police
GPO BOX 919
MELBOURNE VIC 3000

METHOD OF PAYMENT

Payment for the Subrogation Notice is via **CHEQUE** or **MONEY ORDER** only. An Australian Cheque or Money Order must be attached at the time of application, made payable to Victoria Police.

For current fees please visit <http://www.police.vic.gov.au/crime-reports#fees>.

For all enquiries and assistance please email the Insurance Section at: insurance.rsd@police.vic.au.