



VICTORIA POLICE

## VEHICLE ACCIDENT INFORMATION APPLICATION FORM PERSONAL REPRESENTATIVE USE ONLY

(INSTRUCTIONS ATTACHED)

The Victoria Accident Records Office deals only with accidents which occurred  
within the State of Victoria and which have been reported to Victoria Police

### Section 1: Personal representative's details

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name (if relevant): \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Identification Attached:  Birth Certificate  Passport  Driver's Licence

### Section 2: Details of person represented

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address \_\_\_\_\_ Postcode: \_\_\_\_\_

### Section 3: Documentary proof

Details of personal representation attached:

 Parent / Guardian  Administrator / Guardian  Executor / Administrator  Power of Attorney

### Section 4: Information about the accident

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Accident (street name &amp; suburb's name): \_\_\_\_\_

Police Officer reported to: \_\_\_\_\_  
(if known) Police Station: \_\_\_\_\_

### Section 5: Information about the parties and vehicles involved in the accident

Provide details of Vehicles, Drivers, Vehicle Owners, Passengers, Pedestrians, and/or Property Owners, if you have that information.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  Driver  OwnerRegistration No.: \_\_\_\_\_ Licence No.: \_\_\_\_\_  Pedestrian  PassengerSurname: \_\_\_\_\_ First Name: \_\_\_\_\_  Driver  OwnerRegistration No.: \_\_\_\_\_ Licence No.: \_\_\_\_\_  Pedestrian  PassengerSurname: \_\_\_\_\_ First Name: \_\_\_\_\_  Property Owner

Property Address: \_\_\_\_\_

<b>Checklist:</b>	All relevant sections completed?	<input type="checkbox"/> Yes	Statutory declaration attached?	<input type="checkbox"/> Yes
	Proof of identification attached?	<input type="checkbox"/> Yes	Relevant payment attached?	<input type="checkbox"/> Yes
	Proof of personal representation attached?	<input type="checkbox"/> Yes		



# STATUTORY DECLARATION

VICTORIA POLICE

I,

[Name, address and occupation of person making the statutory declaration]

make the following statutory declaration under the Oaths and Affirmations Act 2018:

1. that I am an authorised person under Section 248 of the Victoria Police Act 2013 ie. a person:
  - (a) who is injured as a result of a vehicle accident; or
  - (b) whose property is damaged or destroyed as a result of a vehicle accident; or
  - (c) who is a personal representative of a person who dies or is injured, or whose property is damaged or destroyed, as a result of a vehicle accident; or
  - (d) who is an authorised representative of a person referred to in paragraph (a) or (b), or a personal representative referred to in paragraph (c).
  
2. that I am requesting vehicle accident information for one or more of the following authorised purposes defined in Section 246 of the Victoria Police Act 2013;
  - (a) to obtain legal advice in relation to the vehicle accident; or
  - (b) to recover any loss or damage incurred or suffered, or costs incurred, as a result of the vehicle accident, whether by way of legal proceedings or otherwise; or
  - (c) to assess and determine a claim under a contract of insurance made in relation to-
    - i) the death or injury of a person as a result of the vehicle accident; or
    - ii) the damage to, or destruction of, property as a result of the vehicle accident; or
  - (d) to assess and determine a claim for compensation under a statutory insurance scheme law in respect of the death of or injury to a person as a result of the vehicle accident; or
  - (e) to investigate the vehicle accident for a purpose set out in paragraph (a), (b), (c) or (d).
  
3. that the information requested will be handled in a manner consistent with section 251 of the Victoria Police Act 2013, and that there will be no use or disclosure of this information for a purpose other than the authorised purpose for which the information is provided.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature:

[Person making the declaration]
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Declared at:

[Place]	in the state of Victoria on	[Date]
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**DEPONENT:** In front of witness sign above and must say aloud the declaration below.  
**DECLARATION:** I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct.  
**WITNESS:** After witnessing deponent's signature and their declaration sign and ensure all details are completed below.

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

Signature:

[Authorised statutory declaration witness]	on [Date]
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Print Name:

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Address:

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Status:

<input type="checkbox"/> Justice of the Peace or Bail Justice. <input type="checkbox"/> Member of the Police Force. <input type="checkbox"/> A person authorised under Section 30(2) of the <i>Oaths and Affirmations Act 2018</i> to witness the signing of a statutory declaration.
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# HOW TO LODGE AN APPLICATION FOR VICTORIA POLICE VEHICLE ACCIDENT INFORMATION

## 1. Who can apply for vehicle accident information?

Any person listed in section 248(1) of the Victoria Police Act 2013 may apply for vehicle accident information. This includes any person who is injured, or suffers property damage as a result of a traffic accident, or a person authorised to represent them.

## 2. How may vehicle accident information be used?

Information may only be requested for the following authorised purposes:

- Obtain legal advice regarding the accident;
- Recover any loss or damage incurred or suffered, or costs incurred;
- Assess insurance claims relating to:
  - death or injury of a person;
  - damage or destruction of property;
- Assess a claim for compensation relating to the death or injury of a person;
- Investigation of a vehicle accident for any of the above purposes.

The disclosure or use of vehicle accident information for a purpose other than those listed above is prohibited and will incur penalties in accordance with section 251 of the Victoria Police Act 2013.

## 3. Which application form do I use?

Form	Used By	Use When
Individual	Driver Vehicle Owner Passenger Pedestrian Property Owner	Applicant is an individual involved in the vehicle accident.
Authorised Representative	Insurers Solicitors Loss Assessors Investigators Employee	Applicant is a relevant insurer, or a third party with written authorisation from an individual involved in the accident to obtain information on their behalf. Also includes the representative/employee of an organisation directly involved in accident ie owner of property or vehicle.
Personal Representative	Parent Guardian Administrator Executor Power of Attorney	Applicant is a third party. The individual involved in the accident is unable to provide their representative with a written authority to obtain information on their behalf ie. the individual is a child, disabled, does not have the legal capacity or has died as a result of the vehicle accident.

## 4. Documentation to accompany an application.

Each application must be accompanied by a statutory declaration signed by the applicant certifying that the:

- (a) applicant is a person to whom section 248(1) of the Victoria Police Act 2013 applies;
- (b) information is being sought for an authorised purpose under section 246 Victoria Police Act 2013;
- (c) information obtained from Victoria Police will be managed in accordance with section 251 of the Victoria Police Act 2013; and
- (d) information will not be used or disclosed for a purpose other than the authorised purpose.

*A statutory declaration has been designed specifically for this purpose and forms part of the 'Application for Victoria Police Vehicle Accident Information' kit.*

The following documentation should **also** be attached to each application;

### Individual applicants:

- Copy of an approved form of identification ie. driver's licence, passport or birth certificate.

### **Authorised Representatives:**

- Solicitors, loss assessors and investigators are required to provide a signed authority from their client which clearly authorises the representative to obtain information on their client's behalf.
  - If the client is a company, the authority must be signed by a company employee or officer on official company letterhead.
  - In situations where a solicitor or loss assessor is representing an insurance company who in turn is representing an individual, a signed authority must be obtained from the individual.

### **Personal Representatives:**

- Copy of an approved form of identification ie. driver's licence, passport or birth certificate.
- Documentary proof of the following;
  - Proof of parentage or guardianship;
  - Proof of administration or guardianship under the Guardianship and Administration Act 1986;
  - Proof of power attorney;
  - Proof of administration or execution of the person's estate.

## **5. Fees.**

Search fees for accident reports change on 1 July, every year.

Current fees are available on the Victoria Police website at [www.police.vic.gov.au/traffic-accident-reports](http://www.police.vic.gov.au/traffic-accident-reports).

Victoria Police (Fees & Charges) Regulations 2014 prescribe that a search fee (GST does not apply) is to be charged, to incorporate a search of relevant records to supply a copy of the Collision Report and, **if applicable**, the first ten pages of statements. Should the report contain additional pages of statements they will be available for a further fee. This fee is a search fee and will not be refunded regardless of whether or not a report is located. Every endeavour will be made to locate a report.

Cheques or money orders should be made payable to 'Victoria Police'.

## **6. Information Release Policy.**

Victoria Police applies strict guidelines to the release of traffic accident information to individuals and organisations outside Victoria Police. This release policy applies when vehicle accident information is requested by an insurance company, loss assessor/investigator, solicitor, personal representative or an individual who was a party to the accident. This policy does not relate to the release of information to police forces and organisations with responsibility for law enforcement, the Traffic Accident Commission or VicRoads.

The release of information by the Accident Records Office is dependent upon whether or not the traffic matter has been approved at the time of the application. If the matter has been approved, in most cases the following level of information may be released to authorised parties;

### Released:

- Copy of Victoria Police's collision report;
- Statements from all persons who witnessed the accident including personal details;

### Not Released

- Blood alcohol & preliminary breath test results;
- Details of penalty notice or court results;
- Statements from persons who did not witness the accident.

A traffic matter may be outstanding (yet to be approved) in cases where:

- The matter is still under investigation by members of Victoria Police;
- The offender has not been located.

In situations where information has been requested on a traffic matter that has not been approved, the Traffic Incident Report will be forwarded once the report becomes available.

No information may be released if the Traffic Incident has not yet been approved.

If authorised parties require material that is contained in the Police Brief of Evidence, a request must be made to Victoria Police - Freedom of Information Division. Please visit [www.police.vic.gov.au/freedom-information](http://www.police.vic.gov.au/freedom-information).

## **7. Privacy Collection Statement.**

This information is collected by the Victoria Police Accident Records Office for the purpose of processing your request for vehicle accident information in accordance with section 246 - 251 of the Victoria Police Act 2013.

You are able to gain access to your personal information provided in this application and held at the Accident Records Office by contacting the Freedom of Information Division at the above website.

The information provided in this application will not be disclosed to any other person or organisation. For details regarding release of accident information see the Information Release Policy above.

## **8. Instructions for mailing the Vehicle Accident Information Application Form.**

Applications should be forwarded to:

**Accident Records Office  
GPO Box 913  
Melbourne Vic 3001  
or  
Accident Records Office  
DX 210096**

**Please allow a minimum of 10 working days for Accident Report applications to be processed.**