

Heddlu de Cymru Uned Moduro

Gorsaf Heddlu Bae Caerdydd
Stryd James
Bae Caerdydd
CF10 5EW

☎ **02920 527329**

Mewn argyfwng ffoniwch **999**
fel arall, ffoniwch **101**

Gwefan: www.heddlu-de-cymru.police.uk

South Wales Police Motoring Unit

Cardiff Bay Police Station
James Street
Cardiff Bay
CF10 5EW

☎ **02920 527329**

In an emergency always dial **999**
for non-emergencies dial **101**

Website: www.south-wales.police.uk

OFFICIAL SWYDDOGOL

Section A	Guidance Notes
	For a non-refundable fee of £43.80 a search of the South Wales Police Record Management System will be made to establish if there is any information available that can be released. You will be provided with third party details (if available).
	PLEASE NOTE COLLISION REPORTS ARE NO LONGER COMPLETED FOR DAMAGE ONLY / MINOR INJURY COLLISIONS
Section B	These details are required in ALL cases
	<i>Police Reference</i>
	<i>Insurance/Solicitor's Name</i>
	<i>Insurance/Solicitor's Contact Number</i>
	<i>Insurance/Solicitor's Return Address (this will be where the Third-Party Details/Report is sent)</i>
	<i>Your Reference Number</i>
	<i>Date and Time of incident (MANDATORY)</i>
	<i>Location of incident including town/city (MANDATORY) – *(PLEASE ENSURE THIS IS WITHIN SWP AREA & NOT GWENT/DYFED POWYS)*</i>
	<i>Client's full name and date of birth (MANDATORY)</i>
	<i>Driver's name and date of birth, if different from above</i>
	<i>Client's involvement (e.g. driver, passenger, pedestrian etc)</i>
	<i>Vehicle Registration Number</i>
	<i>Reason you require this information</i>

By completing and signing this form, you are confirming that you require the information for insurance claims or civil proceedings.

Name:		Signed:		Date:	
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FAILURE TO COMPLETE THIS FORM AND SIGN ABOVE WILL RESULT IN THE FORM BEING RETURNED TO YOU ALONG WITH ANY PAYMENT

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RESTRICTED

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Cardiff Bay
CF10 5EW

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COSTS AND PAYMENT

All enquiries are subject to a search fee of £43.80.

This payment includes the disclosure of third party limited particulars. Please be advised that the fee must be paid before your request can be processed.

*** Please complete our Request Proforma which is available via our website.

Please note payment can be made via cheque or BACS.

If via cheque, please make cheque payable to 'The P & CC for South Wales'.

If via BACS payment, please see below BACS payment details:

BANK:	LLOYDS BANK
SORT CODE:	30-91-18
ACCOUNT NUMBER:	00210606
PAYEE:	THE POLICE AND CRIME COMMISSIONER FOR SOUTH WALES

When making payment via BACS, please ensure to use the following reference format:

RTC - Client name / Police reference (if known) OR your reference.

*** Failure to do so, may cause delays in linking your payment with your request.

Please do not send any further fees until availability of any requested items is confirmed.

Please complete the below if payment being made via BACS, and return with your request/completed form to the address recorded on our proforma or email RTCCORRESPONDENCE@south-wales.police.uk

COMPANY NAME:	
CORRESPONDENCE REFERENCE:	
DATE OF BACS PAYMENT:	
BACS PAYMENT REFERENCE:	
BACS PAYMENT AMOUNT:	
COMPANY NAME OF BACS PAYMENT IF DIFFERENT TO CORRESPONDENCE:	

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

South Wales Police welcomes receiving correspondence in Welsh and English.

Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

