

**OFFICIAL SWYDDOGOL
RESTRICTED**

Request for Third Party Details/Information in Road Traffic Collisions

Section A	Guidance Notes
For a non-refundable fee of £37.80 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) and notified of any additional information that can be released and the respective fee.	
COLLISION REPORTS ARE NO LONGER COMPLETED FOR DAMAGE ONLY / MINOR INJURY COLLISIONS	
Section B	These details are required in ALL cases
<i>Police Reference (format 620000000000)</i>	
<i>Insurance/Solicitors Name</i>	
<i>Insurance/Solicitors Contact Number</i>	
<i>Insurance/Solicitors 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)</i>	
<i>Client's full name</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>	

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

<i>Name:</i>		<i>Signed:</i>		<i>Date:</i>	
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Please return the completed form with a cheque for **£37.80** made payable to:

P&CC for South Wales

South Wales Police Motoring Unit
Cardiff Bay Police Station
James Street
Cardiff Bay
CF10 5EW

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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