



Heddlu de Cymru Uned Moduro
Gorsaf Heddlu Bae Caerdydd
Stryd James
Bae Caerdydd
CF10 5EW
☎ 02920 527329

South Wales Police Motoring Unit
Cardiff Bay Police Station
James Street
Cardiff Bay
CF10 5EW
☎ 02920 527329

SWYDDOGOL OFFICIAL / CYFYNGEDIG RESTRICTED

Section A – Guidance notes – Disclosure of third-party details and finalisation

Please note, collision reports are no longer completed for damage only/minor injury collisions.

Please complete the below form if you wish to receive third-party details. Upon South Wales Police receiving this form, you will be notified of the respective fee and the reference to use when making payment via a link. **Do not send any payment with the form at this time.**

This information is provided to you for the stated and intended purpose only and must not be used or disclosed in any manner which is incompatible with this purpose. You must also not transfer the information to any other organisation or third party without the express permission of South Wales Police. Please treat the information sensitively and destroy securely once it is no longer required.

Section B – These details are required in all cases

Police incident/occurrence reference (if known)

Insurance/solicitor's name

Insurance/solicitor's contact number and address

Insurance/solicitor's corresponding email address (this will be where the third-party details are sent)

Your reference number

Date and time of incident (mandatory)

Location of incident, including town/city (mandatory – ensure this is in the South Wales Police area and not in Gwent or Dyfed-Powys)

Client's full name and date of birth (mandatory)

Driver's name and date of birth, if different from above

Client's involvement (e.g. driver, passenger, pedestrian etc)

Vehicle registration number

Reason you require this information

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

Name:		Signed:		Date:	
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Email: rtccorrespondence@south-wales.police.uk

Failure to complete this form and sign above will result in the form being returned to you, along with any payment.

Prif Gwnstabl | Chief Constable Jeremy Vaughan

www.south-wales.police.uk

Rydym yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg. Byddwn yn ymateb yn eich iaith o ddewis.
We welcome correspondence in Welsh and English. We will respond in your language of choice.



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POLICE**