

# Application Form – Traffic Accident Report

Work Instruction Reference: CSCWI401

Quality Form: CSCFM025



CITEC is collecting the information on this form to administer an online information system that provides public access to crime information held by the Queensland Police Service. This is authorised by the Queensland Police under a Memorandum of Understanding with CITEC. CITEC provides some or all of this information to the Queensland Police to verify the authenticity of applicants requiring access. **For assistance, please contact 1800 773 773.**

**Please Note** - Correct and adequate information must be supplied to ensure that the appropriate report may be located.

## Accident Details:

Queensland Police Report Number (MANDATORY, 10 digits):      **Q P** \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ am / pm

Exact Location of Accident: \_\_\_\_\_

Police Officer's Name: \_\_\_\_\_ Police Officer's Station: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Client's Connection to Accident: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Vehicle Registration No. : \_\_\_\_\_

Other Driver/s' Name: \_\_\_\_\_ Other Vehicle Registration No. : \_\_\_\_\_

## Applicant Details: (Applicant to Complete)

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Reference/Claim Number: \_\_\_\_\_

## Delivery of Traffic Accident Report: (Select ONLY ONE delivery option)

Email       Post\*       Pickup: CITEC Confirm, 140 Creek St, BRISBANE, QLD, 4000\*\*

\*Cheques must be posted with this application form.

\*\*This is a secured floor. Upon arrival at the Atrium, please contact 1800 773 773 for assistance.

## Report Details Required: (Select ONLY ONE report option)

Police Traffic Accident Report Only      **\$92.60**

Police Traffic Accident + Other Documents\*      **\$104.94 (\*Other Documents will be mailed)**

Other Documents Only\*      **\$37.09 (\*Other Documents will be mailed)**

**Do you wish for the Other Documents order to remain active for up to 12 months?**

Yes       No

**Certification:** I certify that I am / act on behalf of one of the parties to this road traffic accident.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Details:

Once your form is received, a CITEC Confirm Customer Service Representative will contact you by telephone to process your request. Please note: payments by money order or cheque will need to be cleared before the search can be completed. This may take up to four (4) business days. If paying by credit card, the Customer Service Representative will ask for your credit card details. Please send the completed form (along with your Cheque if necessary) to:

[confirm@citec.com.au](mailto:confirm@citec.com.au) or CITEC Confirm, GPO Box 2457, BRISBANE QLD 4001