

Motorist Crash Reporting Instructions

When should a crash be reported?

Illinois law: “The driver of a vehicle that is in any manner involved in an accident within this State, resulting in injury to or death of any person, or in which damage to the property of any one person, including himself, in excess of \$1,500 (or \$500 if any of the vehicles involved in the accident is subject to Section 7-601 but is not covered by a liability insurance policy in accordance with Section 7-601) is sustained, shall, as soon as possible but not later than 10 days after the accident, forward a written report of the accident to the Administrator.”

The Administrator is the Illinois Department of Transportation (IDOT), Division of Traffic Safety. (625 ILCS 5/11-406 Duty to report accident.)

Where should a crash be reported?

If a police officer does not arrive at the scene of the crash to investigate, the involved driver(s) shall “give notice of the accident by the fastest available means of communication to the local police department if such accident occurs within a municipality or otherwise to the nearest office of the county sheriff or nearest headquarters of the Illinois State Police.” (625 ILCS 5/11-407 Immediate notice of accident.)

How should a crash be reported?

Two forms are used to report crashes occurring in Illinois: the **blue and white** Illinois Traffic Crash Report form (Police Report) and the **red and white** Illinois Motorist Report form (Motorist Report). The forms start out as a three-part, carbonated set. Most of the front page is completed by the police on the Police Report. This same information transfers through to two Motorist Reports. The police complete vital crash, driver, and vehicle information and provide a partially completed Motorist Report form to each driver. This allows the police to promptly clear the crash scene, quickly removing all parties from harm’s way. Motorists must then complete the remainder of the Motorist Report form and submit it to the Illinois Department of Transportation (IDOT), Division of Traffic Safety within 10 days of the police investigation.

ILLINOIS MOTORIST REPORT

Use black ink

Investigating Agency: DAMAGE TO ANY ONE PERSON'S VEHICLE / PROPERTY OR OVER \$1,000

Vehicle: MAKE OR LOSS, YEAR, MAKE, MODEL, COLOR

Driver: NAME, ADDRESS, CITY, STATE, ZIP, TELEPHONE, LICENSE NO.

Insurance: POLICY NO., COMPANY, COVERAGE

Accident: DATE, TIME, LOCATION, WEATHER, ROAD CONDITIONS

Injuries: DESCRIBE INJURIES

Damage: DESCRIBE DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES

Signature: SIGNATURE OF PERSON MAKING REPORT, DATE

Motorist Report form

How should the Motorist Report be completed?

Using black ink, print legibly and complete all required fields as accurately and completely as possible. If unable to answer any question, mark "NK" for "not known."

All fields related to motorist proof of insurance must be completed. Failure to provide insurance information will result in the assumption that the motorist does not have automobile liability insurance and may be subject to further application of the Safety Responsibility Law.

Provide clear and complete information about the following:

- (1) **The nature and extent of all injuries to persons in your vehicle.**
If a doctor's statement of injury is immediately available, describe the injuries.
- (2) **Estimate of repair costs for your vehicle.**
If you have an estimate from a body shop or garage, provide that cost. Otherwise, give your own careful estimate.
- (3) **Damage to property other than vehicles.**
Describe the damage and give an estimate of the cost.

Use a second report form or a sheet of paper the same size to report additional vehicles, injured persons, witnesses, or any other information for which there is not sufficient space. Be sure to complete the diagram and narrative on the back of the form and detail all events that occurred.

Providing false information is a class C misdemeanor and can result in a \$500 fine and a 30-day sentence.

Sign the report in the space provided in the lower left corner on the front of the report. Once all fields are completed on the front and back, **make a copy** of the report to keep for your personal records. Mail the original to:

**Illinois Department of Transportation
Crash Records Section
1340 North 9th Street
Springfield, Illinois 62766-0001**

If a form was not provided by the investigating agency, or if the form was lost, please contact the investigating agency and obtain the bar code number on the original Police Report. Then call IDOT at (217) 782-2575 to request a blank Motorist Report form. Enter the bar code number obtained from the investigating agency in the upper right corner on the blank form and complete the form as described above.

Illinois law **does not** allow IDOT to provide copies of crash reports or divulge any personal information related to a crash. The law also stipulates that investigating agencies ***may*** furnish copies of reports to anyone at a fee not to exceed \$5 per copy.

If you have questions or comments regarding crash reporting, please call (217) 782-2575 or email IDOT at DOT.CRASHFORMS@illinois.gov.