

PRINTABLE WORKSHEET

Driver information exchange

Use one copy for your records. Share only the information needed to identify drivers, vehicles and insurance. Do not use this worksheet instead of a required police or state form.

Safety first. Complete this only when you are safe and able. Call 911 if anyone is hurt or the scene is dangerous. Do not delay care to fill out the page.

Crash details

Date: _____	Time: _____
Location / nearest cross street:	City / state / ZIP:
Weather / road / lighting:	Direction of travel / lane:

Driver and vehicle information

Driver 1 (you or the person completing this sheet)

Full name:	Phone or email:
Driver license state / number:	Vehicle owner (if different):
Vehicle year / make / model / color:	License plate / state:
Insurance company:	Policy number:
Witness names and contact information:	

Driver 2

Full name:	Phone or email:
Driver license state / number:	Vehicle owner (if different):
Vehicle year / make / model / color:	License plate / state:
Insurance company:	Policy number:
Witness names and contact information:	

Police and scene documentation

Police / agency:	Officer name or badge number:
Incident or report number:	How / when to request report:
Photos saved? ☐ Yes ☐ No	Witness contact saved? ☐ Yes ☐ No
Photo notes (scene, vehicles, damage, signs):	

Factual notes - what you observed (avoid guesses)

Describe what happened in your own words:	
Visible damage or immediate hazards:	
Follow-up items / people to contact:	

Optional scene sketch

Mark the road direction, lanes, vehicle positions, nearby signs or signals, and where each vehicle came to rest. Draw only what you observed.

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Exchange information calmly. Do not argue about fault or sign a settlement at the scene. Keep a copy for your insurer. If an official report is required where the crash happened, follow that agency or state process.

Sources and further guidance

[National Association of Insurance Commissioners \(NAIC\). What You Should Know About Filing an Auto Claim](#)

[Florida DHSMV. Driver Exchange of Information \(official Florida form\)](#)

[Georgia Department of Driver Services. Crashes \(state requirements\)](#)

[Texas TxDOT. Crash Reports and Records](#)