

**North Andover Police Department
1475 Osgood Street
North Andover, Massachusetts 01845
(978) 683-3168**

Quick Check List If You Have Been In An Accident

If you or someone else is injured as a result of an accident dial 9-1-1

Information You Will Need:

1. Make sure that you exchange information with all other operators. Insure that you have included the vehicle owner information.
 - a. Operator name, address, license number and state of issue, and date of birth.
 - b. Vehicle owner name, address, make, model and year of vehicle.
 - c. Vehicle registration number, state registered and Insurance Company.
2. If the combined (*all vehicles and property*) damage exceeds \$1,000.00 and/or injury then you will need to fill out two (2) accident reports.
 - a. A completed copy of the accident report must be returned to the police department of the City or Town where the accident occurred.
 - b. The original completed accident report must be sent to the Registry of Motor Vehicles in Boston. The address is located in the upper left hand corner of the accident report.
 - c. **IMPORTANT!** Be sure to sign and date your report.
3. Accident report must be completed and filed within five (5) business days from the occurrence of the accident.
4. Include the names, addresses and telephone numbers of possible witnesses.
5. Contact your insurance company.

Print this and keep in your vehicle in the event of an accident



