



**HOLDEN POLICE DEPARTMENT – 1370 MAIN ST. HOLDEN, MA 01520**  
**Motor Vehicle Accident Assistance**  
**Checklist**

This checklist is intended as a helpful tool to assist you through the follow-up to your accident. All accidents are different. Please check with your car insurance company, all police departments involved, and your health insurance company and attorney (if applicable) to see if there is anything additional you need to do.

See the Accident Assistance page on the HPD website for definitions, links to forms, and a link to Mapquest to help you fill out your Crash Report.

**Information You'll Need**

- For all drivers/vehicles, including yourself:
  - Name & full address                      – Date of birth                                      – Driver's license # and state
  - Insurance company                      – Year, make, model of car                      – Vehicle registration # and state
  - Damage to vehicle                      – Personal injury
- Name & address of all witnesses, if known
- Citation # and charges for ticket you received, if applicable
- About the accident:
  - Date & time                                      – Location & landmarks                                      – North/South/East/West direction

**Checklist**

- ( ) Pick up Information Exchange Form at police department (if applicable)  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_
- ( ) Call insurance company to report accident, follow their instructions for vehicle repair, etc.  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_
- ( ) Print or pick up blank copy of Operator's Crash Report  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_
- ( ) Complete Crash Report and make 3 copies; mail or drop off to:  
 ( ) Insurance Company    ( ) Police Dept.                      ( ) Registry of Motor Vehicles  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_
- ( ) Keep original Crash Report for my records, along with other paperwork from insurance company, car repair shop, etc.  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_
- ( ) Pay or appeal citation, if issued. **Citation #:** \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_