

DOWNERS GROVE POLICE DEPARTMENT

Private Property Motor Vehicle Accident Report

Please Print

See Instructions on Page 2.

Location of Accident: _____ Downers Grove Report Number: _____

Date of Accident: _____ Time of Accident: _____ a.m. p.m.

Vehicle #1 (Your Vehicle)

Driver: _____ Address: _____ City/State: _____

Phone: _____ Driver's License Number: _____ State: _____ Date of Birth: _____

Vehicle Make: _____ Model: _____ Year: _____ License Plate Number: _____ State: _____

Vehicle Owner: _____ Vehicle Owner Address: _____

Insurance Company: _____ Insurance Policy Number: _____

Vehicle #2 (Other Vehicle)

Driver: _____ Address: _____ City/State: _____

Phone: _____ Driver's License Number: _____ State: _____ Date of Birth: _____

Vehicle Make: _____ Model: _____ Year: _____ License Plate Number: _____ State: _____

Vehicle Owner: _____ Vehicle Owner Address: _____

Insurance Company: _____ Insurance Policy Number: _____

Damage to property other than vehicles: _____

Describe briefly what occurred: _____

Please complete this form and return it to the Records Division of the Downers Grove Police Department within ten days of your accident.

Person Completing Report: _____

Date: _____

Downers Grove Police Department

Private Property Accident Reports

Instructions

1. The private property accident form can be completed for accidents occurring on private property (parking lot, private drive, etc.). However, if any of the following elements are present, the accident must be reported in person to a police officer.
 - Injuries
 - Intoxication
 - No insurance
 - Hit and run when offender information is available
2. The Downers Grove Report # will be the date of the occurrence, i.e. 121599 if the accident occurred on December 15, 1999. A secondary number will be assigned when the report is received by the police department.
3. When completing the report, indicate yourself as driver #1 and complete all information requested. The other driver will be driver #2. Complete as much information on driver #2 as you have available.
4. Describe briefly how the accident happened. Sign and date the form.
5. This report should be emailed, mailed, or deposited in the police department lobby drop box within 10 days.

Mail to: **Downers Grove Police Department**
825 Burlington Avenue
Downers Grove, IL 60515

ATTN: Records Division

Email to: **pdrecords@downers.us**

Any questions may be directed to the Downers Grove Police Department, 1-630-434-5600.