

When to fill out a “Counter” Traffic Collision Report

It is the policy of the Fairfax Police Department for a police officer to respond to all reported traffic collisions occurring on public roadways in Fairfax. Private citizens may complete "Counter" collision reports for traffic collisions under the following circumstances:

- A non-injury collision occurred on **private property**, such as a store parking lot
- A non-injury collision occurred on a **public roadway**. The involved parties have exchanged information and left the scene, the involved vehicles have already been moved, and there are no extenuating circumstances like hit and run. Typically, this type of report is for insurance uses only.

Instructions for filling out a property-damage only traffic collision report (CHP 555-03):

1. Please fill out the information about yourself under “Party 1” and the other driver under “Party 2”.
2. Please be as clear as possible about the location of the collision. We need both the main street and the closest cross street. For example, if the collision occurred at the intersection of Sir Francis Drake and Claus, write “**Sir Francis Drake**” on the line that says, “*COLLISION OCCURRED ON*”, check the box on the line below that says “*AT INTERSECTION WITH*” and then write “**Claus**.” If the intersection did not occur in an intersection, check the box labeled “OR” under the “Intersection” box and write the estimated distance to the nearest cross street. For example, for “*COLLISION OCCURRED ON*” write “**Sir Francis Drake**” and on the line below write “**300 feet east of Claus**”.
3. Page 2 is for you to write a narrative account of how the collision happened.
4. Deliver one copy to the law enforcement agency **having jurisdiction over the collision location**. If the collision occurred within the city limits of Fairfax, deliver the report to:

Fairfax Police Department
144 Bolinas Road
Fairfax, CA 94930

If the collision occurred in an unincorporated (non-city) area, please call the California Highway Patrol for further instructions. The telephone number for CHP is:

415-924-1100

5. Be sure to keep copies for yourself and your insurance company.
6. If you have any questions about filling out and filing this report, or you need to know the police report number that was assigned to your report, call the Fairfax Police Department at 415-453-5330.

| | | | | | | | |
|-------------------|-----|-----|-------------|-------------|--------------|--------|------|
| DATE OF COLLISION | | | TIME (2400) | NCIC NUMBER | OFFICER I.D. | NUMBER | PAGE |
| MO. | DAY | YR. | | | | | |

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____

| | | | | |
|-----------------|-------------|--------------|-----------------|--------------|
| PREPARER'S NAME | I.D. NUMBER | MO. DAY YEAR | REVIEWER'S NAME | MO. DAY YEAR |
| | | | | |

IMPORTANT - READ CAREFULLY

VEHICLE CODE SECTION 16000

The driver of a vehicle involved in an accident resulting in damage to the property of any ONE party in excess of \$500 or in the injury or death of any person MUST submit a SR-1 Form to the California Department of Motor Vehicles within 10 days, or as soon as possible.

Note: Failure to comply may result in suspension of your driver's license.

Form SR-1 may be obtained from the Department of Motor Vehicles, the California Highway Patrol, any police station, motor vehicle club, insurance agent, or DMV internet web site (SR-1A).

If city or state property is damaged, you will be contacted regarding possible liability.

Law enforcement reports do not satisfy the DMV report requirement.