

MOTORING RESOURCE

Car Accident Evidence Checklist

A printable prompt for recording the people, vehicles, scene, photographs, witnesses and follow-up after a road collision.

DATE

TIME

LOCATION

YOUR VEHICLE REGISTRATION

Safety and immediate details

- ☐ Make safety and urgent medical needs the priority.
- ☐ Record the exact location, road name, junction or nearby landmark.
- ☐ Note weather, visibility, lighting and road-surface conditions.
- ☐ Record any police, ambulance, fire or recovery reference number.

People and vehicles

- ☐ Driver name and contact details.
- ☐ Vehicle registration and make/model where known.
- ☐ Vehicle owner details if different from the driver.
- ☐ Insurer details where available.
- ☐ Passengers, pedestrians, cyclists and independent witnesses recorded separately.

Photographs and footage

- ☐ Wide scene photographs showing road layout and vehicle positions, if safe.
- ☐ Closer photographs of visible damage and relevant identifiers.
- ☐ Road signs, signals, markings, debris or defects that may matter.
- ☐ Save original dashcam or phone footage before it is overwritten.
- ☐ Keep originals unchanged; use copies for annotations or sharing.

Your factual account

- ☐ Write what you directly observed in chronological order.
- ☐ Record direction of travel, lanes, signals and vehicle movements.
- ☐ Separate facts from assumptions or what another person told you.
- ☐ Mark any estimate or uncertain detail clearly.

Follow-up record

- ☐ Insurer contact and claim/reference numbers.
- ☐ Police report/reference details if applicable.
- ☐ Recovery and repair estimates or invoices.
- ☐ Medical appointments or expenses where relevant.
- ☐ A dated timeline of calls, messages, letters and next actions.

Use with the full guide

Do not put yourself in danger to collect evidence, and do not use this sheet as a substitute for police, insurer, medical or legal requirements.

Guide: first-notification.com/guides/motoring/car-accident-evidence-checklist/