



APPLICATION FOR POLICE INCIDENT REPORT (PIR) or VEHICLE COLLISION REPORT (VCR)

PD268

POSTAL ADDRESS: Records Release Unit, SA Police
GPO Box 1539, ADELAIDE SA 5001

PHONE ENQUIRIES: 08 8204 2455
EMAIL: SAPOL_records@police.sa.gov.au

FAX NO: 08 8204 2307

IMPORTANT INFORMATION FOR THE APPLICANT

- Read through the Frequently Asked Questions provided on the second page of this form.
- Complete the 'PERSONAL INFORMATION' section and then the section about the type of report you require, i.e., 'VEHICLE COLLISION REPORT' or 'POLICE INCIDENT REPORT' and the 'DESPATCH OPTIONS'
- Submit at Police Station with 100 points ID and fee.

PERSONAL INFORMATION

Company Name or
 Family Name: *(Mr, Mrs, Miss, Ms, Dr)* Date of Birth: / /
 Given Name: Middle Name(s): Sex: Female Male
 Other Names: *(if different at the time of the incident)*
 Current Address: Suburb: Post Code:
 Postal Address: Suburb: Post Code:
 Telephone: *(Home)* *(Work)* *(Mobile)*

POLICE INCIDENT REPORT

Provided for Insurance Purposes only to Victims of Crime. For any other purpose a PD360 – FOI Application is required. Provide details of incident to enable identification of relevant Police Incident Report -

Type of Event:
 Report No.: / Date: / / Time:
 Location of Incident:
 Any other relevant information:

VEHICLE COLLISION REPORT

Provided for Insurance and Litigation Purposes only. For any other purpose a PD360 – FOI Application is required. Provide details of vehicle collision to enable identification of accident -

Report No.: / Date: / / Time: Your Ref No.:
 Location of Accident:
 Unit 1 Driver: *(Family Name, Given Name)* Reg. No.:
 Unit 2 Driver: *(Family Name, Given Name)* Reg. No.:
 Other Drivers: *(Family Name, Given Name)* Reg. No.:
 Passenger(s): *(Family Name, Given Name)*
 Where reported: *(specify Police Station or at the scene)*

DESPATCH OPTIONS

Mail to postal / residential address of applicant I hereby authorise my request for information be mailed to the postal / residential address indicated above by Australia Post via standard postal service. I understand this is undertaken at the applicant's own risk. SAPOL holds no responsibility for any loss which may occur.

APPLICANT Signature: Date: / /

Mail to Other Person / Organisation I hereby authorise my request for information be mailed to the following person and address by Australia Post via standard postal service. I understand this is undertaken at the applicant's own risk. SAPOL holds no responsibility for any loss which may occur.

Company Name:
 Postal Address: Suburb: Postcode:
 Attention of: Position: Telephone:
 APPLICANT Signature: Date: / /

A FEE IS TO ACCOMPANY THIS FORM – NO FEE WAIVERS OR CONCESSIONS APPLY



South Australia Police
APPLICATION FOR POLICE INCIDENT REPORT (PIR)
or VEHICLE COLLISION REPORT (VCR)

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PROOF OF IDENTITY	100 points proof of identity is required. Originals must be presented to a SAPOL employee when you submit the application. A copy of the documents must be attached to this application. At least one form of ID from Category A required.			
	CATEGORY A	POINT VALUE	CATEGORY B	POINT VALUE
	<input type="checkbox"/> Passport (current or expired within 2 years but not cancelled) <input type="checkbox"/> Birth Certificate (not extract) <input type="checkbox"/> Citizenship Certificate (original or certified copy)	70	<input type="checkbox"/> Public Service Employee ID Card <input type="checkbox"/> Centrelink Card <input type="checkbox"/> Tertiary Education ID Card <input type="checkbox"/> Veteran Affairs Gold Card <input type="checkbox"/> Firearms Licence <input type="checkbox"/> Security Licence (OCBA)	40
	<input type="checkbox"/> Driver's licence (Foreign driver's licence accepted)	40	<input type="checkbox"/> Mortgage Documents <input type="checkbox"/> Land Titles Office Records	35
Value of Points =		<input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Rent Records (< 6 months old) <input type="checkbox"/> Medicare Card <input type="checkbox"/> Motor Vehicle Registration <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Electoral Enrolment Card <input type="checkbox"/> Insurance Renewal (not health) <input type="checkbox"/> Bank Statements (cannot be used if Bank/Credit/Debit card is from same account) <input type="checkbox"/> Seniors Card <input type="checkbox"/> Bank/Credit/Debit Cards (maximum two cards, must be from different institutions) <input type="checkbox"/> Utility Accounts <input type="checkbox"/> Proof of name Change (e.g. Deed Poll, Marriage Certificate)	25	
PAYMENT	SAPOL USE ONLY I hereby certify appropriate fees have been paid, I witnessed the applicant's signature and am satisfied as to the correctness of the identity of the applicant – a copy of identification documents are attached.			STATION STAMP HERE
	Employee's Name: ID No.: Initials: Date: / / Amount Paid: \$ Receipt No.:			

FREQUENTLY ASKED QUESTIONS

- Q: How long will it take to process my request?**
A: The standard timeframe to process a request is 5-10 working days.
- Q: Can I apply via email, or fax through my request?**
A: No, you must submit your application at a Police Station attaching copies of 100 points identification and pay the appropriate fee.
- Q: What is the cost of a PIR / VCR?**
A: The cost for either report is in accordance with fees and charges as per the Government Gazette. The fees can be obtained from SAPOL's website. This service is no longer subject to fee waivers, and concessions do not apply.
- Q: Can I apply for a PIR / VCR on behalf of someone who is residing overseas or interstate?**
A: You can apply on behalf of someone overseas or interstate if you hold Power of Attorney. Original documents to verify this must be produced for sighting by a SAPOL employee, and a copy must be attached with the application.
- Q: I am the accused in a PIR – can I apply for it?**
A: No, portions of the report may be released under the Freedom of Information Act. Applications for this information can be made to the Freedom of Information Unit via a PD360 – Application for Access to SAPOL Records, available from any Police Station.
- Q: Can I apply for all statements and records related to my PIR / VCR?**
A: You will only be provided with a masked PIR or VCR and no offender details. This will be sufficient if you need to substantiate that an event occurred. Applications for further information can be made to the Freedom of Information Unit via a PD360 – Application for Access to SAPOL Records, available from any Police Station.
- Q: Can I get a copy of my blood alcohol reading with my VCR?**
A: No, Blood Alcohol readings are automatically sent to each driver. If for any reason you did not receive one, please contact State Forensic Science on telephone 8226 7700.
- Q: What if the information on my PIR / VCR is incorrect?**
A: In the first instance visit a Police Station and explain the changes you would like made. In some cases you may need to correct your records via the Freedom of Information Act. Please submit a PD361 – Application for Amendment of Personal Records form available at any Police Station.
- Q: How can I obtain further information?**
A: Telephone or email the Records Release Unit via the contact details listed on the from of this form. Alternatively, you are able to access further information and application forms via SAPOL's Internet site www.police.sa.gov.au.

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