

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Crash Reporting DSP3

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Crash Reporting DSP3, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:

<https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DSP3>

2. Mailing written comments to:

Division of State Patrol
Wisconsin Department of Transportation
9th Floor South
4822 Madison Yards Way
Madison, WI 53705-9100

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDSPGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Crash reporting

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When to report a crash

If law enforcement is called to the crash, then law enforcement may complete the report. If law enforcement does not file the report, you will need to complete the Wisconsin Driver Report of Crash DT4002.

Per Wisconsin Statute 346.70(1), any crash within the State of Wisconsin must be reported when it results in:

- Injury of a person
- \$1,000 or more damage to any person's vehicle or property
- Damage of \$200 or more to state or other government-owned property other than a vehicle

If you received a letter from the Department of Transportation stating you were involved in a reportable crash and requesting you to complete a report, you must complete a crash report.

How to report a crash

Information you need before starting your crash report:

- Your Driver license number
- Vehicle Identification Number (VIN)
- Your Social security number
- Your Vehicle insurance information

If your vehicle was parked and unoccupied when the crash occurred, and you do not have information on the other driver or vehicle, please follow these [instructions](#).

If you need assistance, please use this [FAQ and definition](#) document.

This service may not be available on Sundays from 6-9 a.m. due to regular system maintenance.

To start filling out a crash report, access the "Start Now" button below.



Please note, the crash form application will time out after 30 minutes of inactivity and you will lose your information. On average, a crash report will take no longer than 40 minutes to complete. If you think it will take longer, we suggest typing your narrative in a Word document or in Notepad to avoid timing out and losing your information.

Crash entries on driver records

- If any motorist involved in a crash/accident is uninsured additional forms will need to be completed under the [safety responsibility law](#).
- Crashes appear on the driver record of all drivers involved in a reportable crash regardless of fault.
- Driver records only show involvement in a crash on a specific date, the severity and county of occurrence.
- You can obtain an official copy of your [driver record](#) online for a [fee](#).
- If the information on your driver record does not agree with the information your insurance company has, you will need to contact your insurance company for clarification.
- You may [purchase and print crash reports](#) online.

Information for law enforcement

For law enforcement and other governmental agencies, please use the two forms provided below to assist individuals involved in a crash:

- [Informational driver report of crash card \(4 per sheet\)](#)
- [Informational driver report of crash card \(6 per sheet\)](#)

In order to assist individuals in completing their own crash reports, the Wisconsin Department of Transportation has developed cards that law enforcement and other agencies can distribute to the public. Two different versions of the cards are available to download and print online. Each individual agency can determine how and on what type of paper to print the cards. One version has six cards per sheet of paper which contains smaller print. The other version has four cards per sheet with larger print.

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