

## COLLISION RECORDS REPORT REQUESTS

**QUESTION:** How do I get a copy of a collision report?

You may visit our website below to access Washington Requests for Electronic Collision Reports (WRECR) or to obtain an application and mail it with your check or money order (\$10.50 per report) to:

Washington State Patrol  
Collision Records Section  
PO Box 47382  
Tumwater, WA 98501

To access WRECR online, go to <http://www.wsp.wa.gov/publications/collision.htm>.

Click the link to request a copy of a collision report online. WRECR will provide the option to pay using a Visa or MasterCard, or via the Automated Clearing House (ACH) from your checking account.

The \$10.50 fee will only be charged to your account if a report is located in the database. Once you locate and pay for a copy of the collision report, it will be sent to you in two emails. The first email is a receipt with your five digit request identification number. The second email will contain the link to print the collision report and overlay which will help explain the codes found on the report.

If the collision was recent, you may not be able to locate a report. It can take two to four weeks for law enforcement to provide the report to the Collision Records Section.

If you are unable to locate a report, please check back in a few days. If you are still unable to retrieve a report, please call the Collision Records Section for assistance at (360) 570-2355 or email a customer service representative at [collisionrecords@wsp.wa.gov](mailto:collisionrecords@wsp.wa.gov)

The Collision Records Section also fills requests at our business counter. You will need to complete the application and pay the fee. We accept checks, money orders, or cash. If you choose this option please follow these instructions:

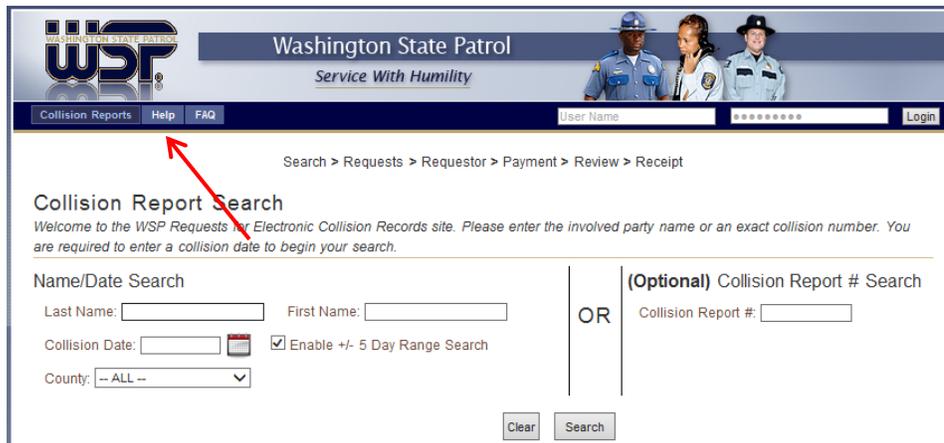
**QUESTION:** Where do I go to get the overlay sheet mentioned above?

The overlay sheet is a reference tool used to assist in reading and understanding the side code numbers on the police traffic collision report form. You can access the overlay sheet by [clicking here](#).

It is also available on our website at [www.wsp.wa.gov/publications/collision.htm](http://www.wsp.wa.gov/publications/collision.htm). Click on "Requesting a Collision Report" and then "Overlay Sheet".

**QUESTION:** Where do I go to get help using the online application WRECR?

On the WRECR website in the top left of the page you will find a tab that reads HELP.



The screenshot shows the Washington State Patrol website interface. At the top, there is a header with the WSP logo and the text "Washington State Patrol Service With Humility". Below the header is a navigation menu with tabs for "Collision Reports", "Help", and "FAQ". A red arrow points to the "Help" tab. To the right of the navigation menu is a "User Name" field with a password field and a "Login" button. Below the navigation menu is a breadcrumb trail: "Search > Requests > Requestor > Payment > Review > Receipt". The main content area is titled "Collision Report Search" and includes a welcome message: "Welcome to the WSP Requests for Electronic Collision Records site. Please enter the involved party name or an exact collision number. You are required to enter a collision date to begin your search." Below this is a search form with two sections: "Name/Date Search" and "(Optional) Collision Report # Search". The "Name/Date Search" section includes fields for "Last Name", "First Name", "Collision Date" (with a calendar icon), a checkbox for "Enable +/- 5 Day Range Search", and a "County" dropdown menu. The "(Optional) Collision Report # Search" section includes a field for "Collision Report #". There are "Clear" and "Search" buttons at the bottom of the form.

The help screen will provide you with screen shots and lead you through the process of requesting and obtaining a report online. Training can also be accessed by [clicking here](#).

**QUESTION:** What is the definition of involved parties?

An involved party is any persons who are directly involved or interested in any incident. Below are the definitions of each type of involved party:

**Driver Involved:** An occupant who is in actual physical control of a transport vehicle. For an out of control vehicle, an occupant who was in control until control was lost.

**Legal Guardian:** The personal representative of the person or estate of an incompetent or disabled person as defined in RCW 11.88.010.

**Parent of a Minor:** The mother, father, stepmother, or stepfather of a minor whether or not they have lawful custody.

**Injured Passenger:** A passenger is any occupant of a vehicle other than its driver. A pedalcyclist passenger is any occupant of a pedalcycle. Occupants of other vehicle types who are not the operator or driver (i.e. airplane, snowmobile, golf cart etc.).

**Other Person Injured in the Collision:** A pedestrian is any person who is not an occupant of a vehicle or pedalcyclist.

**Owner of Property Damaged:** Property is any physical object, real property, personal property, animal (wild or domestic), sign, guardrail, impact attenuator, light post, concert barrier, etc.

**Owner of Vehicle Damaged:** Owner(s) of vehicle(s) involved in the collision, including both the legal and registered owner.

**Insurer of Party Involved:** Insurer, secondary insurer, as defined in RCW 11.02.005.

**Attorney of Driver or Injured Passenger:** Attorney, a person legally appointed by another to act as his or her agent in the transaction of business, specifically one qualified and licensed to act for plaintiffs and defendants in legal proceedings as defined in RCW 11.02.005.

**Other Authorized Rep:** Third party representatives of any authorized party, including attorneys and insurance companies, with written authorization signed by the attorney or an authorized representative of the insurance company to act as their representative. (To utilize this selection requires a contract with WSP).

**Government Agency:** Federal, state, and local agencies authorized by statute to obtain collision information for their official use.

**QUESTION:** How do I navigate once I complete the current page I am on in WRECR? On the first page you will need to complete the **Name/Date Search** field first. If you were involved in a collision and you need a copy of your collision report (**but you do not know your collision number**) enter your name and the date of your collision. The county is optional; however, if you know the county, please complete the field. The search button will start the search process for your collision. When you find your report, select the shopping cart. A green dot with a check mark will appear in the cart. Select the **Continue** button at the bottom right hand side of the page. This will move you forward to the next step of requesting your report.

Now all pages will have a **Continue** button to the right side of the page and a **Previous** button to select to return you to the last page. At the top of each page are bread crumbs that highlight as you move forward through the process. You can select the completed bread crumb to move back to any section you have completed. You cannot move forward in the process. Do not use the navigation arrows on your web browser.

**QUESTION:** Why do I have to pay \$10.50?

The Collision Records Section is directed by RCW 46.52.085 to recover the costs for maintenance of the record.