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| EPS_crest_2008_colour (size 300) | **EDMONTON POLICE SERVICE****CORRESPONDENCE UNIT****INSURANCE / PROPERTY DAMAGE /****COLLISION REQUEST FORM** | EPS Occurrence Number      |
| Your Policy / Claim / File No.      |
| Date |
|      Year |      Month |      Day |
|  |
| Personal information on this form will be collected and shared for the purposes outlined in Sections 37 to 41 of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and other legal requirements where they are consistent with the *FOIPP Act*. Questions regarding the collection of information can be directed to the FOIPP Unit at 780-421-3346. For general enquiries and questions related to obtaining a police report, please visit our website at [www.edmontonpolice.ca](http://www.edmontonpolice.ca) or contact the Correspondence Unit via email at routinedisclosure@edmontonpolice.ca or by calling 780-421-2715. **Applicable Fee: $52.50 per file ($50.00 + GST)** |
| Insurance Company / Law Firm / Other      | Name of Your Insured / Client      |
|       |       |
| Address      | Adjuster’s Name      | Direct Phone Number      |
|       | Email Address      |
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| **Motor Vehicle Collision** |
| Date of Collision      | Time      | Location of Collision      |
| ***Vehicle No. 1*** | ***Vehicle No. 2*** |
| Driver’s Name      | Driver’s Name      |
| Driver’s Address      | Driver’s Address      |
| Owner’s Name      | Owner’s Name      |
| Owner’s Address      | Owner’s Address      |
| If your Insured / Client was a passenger, provide the name and address of the driver: |
| Name      | Address      |
| Reason for Request (please be specific):      |
|  |
| **Other Occurrence** |
| Type of Occurrence      | Location of Occurrence      |
| Date of Occurrence      | Time      | Business / Client / Insured      | Reporter      |
| Reason for Request (please be specific):      |
| **Please include the following with your request:*** **CONSENT from your Client / Insured** (must be dated within three (3) months of your request)
* The **PROCESSING FEE of $52.50 per file**, made payable to The City of Edmonton (\*personal cheques *not* accepted)

\*\*An ADDITIONAL SEARCH FEE of $26.25 may be applied if an EPS Occurrence number is not provided on the initial request\*\* |