# City of Minneapolis – Accident Report Identity Verification Form

Complete Accident Reports can only be provided to a person involved in the accident who is recorded on the police report or to other persons listed below. When you request a complete report, you will need to show proof of your identity and role. Your request cannot be processed without the accompanying proof of identity or authorization. You may present the required proof of identity to a notary public and provide a notarized form instead of sending copies of your identification.

## 1. Indicate your role in the accident & provide contact information

**I was involved in the accident:**

- ☐ Driver
- ☐ Passenger
- ☐ Pedestrian
- ☐ Owner of Vehicle
- ☐ Owner of Damaged Property
- ☐ Other: (Specify _____

MPD case #: _____

Date & time of accident: _____

Location/cross streets of accident: _____

Print name: _____

Email address to send report to:

_____

**I represent a person involved in the accident:**

- ☐ Insurance Rep.

- ☐ Legal Rep.

1. Claimant / Client Name   _____
2. Claimant Number
   (If Insurance Rep.)   _____

2. Authorization (if Legal Rep.): present or send a copy

**My relationship is to a deceased person involved in the accident:**

- ☐ Representative of Estate/Trustee
- ☐ Surviving Spouse/Next of Kin

Deceased Name: _____

1. Proof of Identity: present a government issued ID in-person, send a legible copy, or have this form notarized.
2. Proof of death: present in-person or send a copy
3. Proof of estate representation or trustee relationship (if applicable): present in-person or send a copy

## 2. Sign the form (REQUIRED)

By signing below, I certify that the information and statements on this Accident Report Identity Verification Form are true and correct.

_____
Name of Authorized Requestor          Date

**(REQUIRED): Proof of Identity:** present a government issued ID in-person, send a legible copy, or have form notarized.

You must be named in an accident report or provide signed authorization of someone named in an accident report to receive the complete report.

- Persons involved include those suffering injury, property damage, or other loss from the accident.

## 3. Provide the completed form and required documents

Electronically: Go to the Open City Portal and select the link to "Accident Reports." Attach this or another authorization form, copies of ID and required documents to the request as you submit it.

Submit online request

In person: Minneapolis Public Service Building - City of Minneapolis Service Center (2nd floor/skyway level), 505 S. Fourth Ave., Minneapolis, MN 55415