



EVIDENCE & RESOLUTION

# Crash Report Factual-Error Review Workbook

Turn a concern about a crash report into a precise, documented request through the correct reporting agency.

WHAT THIS WORKBOOK HELPS YOU DO

01

Complete your report and procedure verification

02

Complete your one-issue review sheet

03

Complete your support and submission index

A U.S. accident participant who has received a police crash report and found a factual discrepancy or missing information.

**Use it on screen or on paper.** Save a personal copy before entering information. Blank response areas are fillable; printed copies work just as well. Keep completed copies private.

**Scope.** Educational organization tools, not legal, medical, tax or financial advice. No claim result, coverage decision or payment is promised. Verify policy language, current local rules and all deadlines with the appropriate professional or official source.



START HERE

# Start with a clear working file

Work on one claim, account or issue at a time. Keep originals unchanged and label working copies with a short evidence ID. Complete the guidance in order, then use the worksheets to turn questions into an organized next step.

## A practical order

- 01 Read the four guidance pages before filling the worksheets. Mark facts you can support and questions that still need an answer.

**GUIDANCE / PAGES 03-06**

- 02 Use the fictional examples to check your method. Their facts and dollar amounts do not describe your claim or predict an outcome.

**EXAMPLES / PAGE 07**

- 03 Complete the four working sheets, then use the readiness check and next-step page. Duplicate a worksheet when you need another record.

**WORKSHEETS / PAGES 08-11**

## Protect your information

Store completed copies somewhere private. Use a claim or account suffix when a full identifier is unnecessary. Share only relevant copies through a verified recipient and appropriate channel. A saved PDF can contain personal information even when it is not open on screen.

**Before a deadline.** Do not wait to finish this workbook when a notice, release, court paper or policy deadline needs attention. Verify the actual requirement and seek qualified help promptly.



**GUIDANCE 1**

01

# Start with the complete version

Before marking an error, establish what you are reading. A short insurer summary, an initial report, a supplemental page, and a certified copy may contain different material. Keep the file exactly as received and record its source, delivery date, report number, page count, and any supplement identifiers. Ask the issuing agency how to obtain missing pages rather than filling gaps from memory. Work on a separate review copy. A disagreement with a report is worth examining, but the report itself cannot tell you whether the agency will amend it or what effect a correction would have on an insurance claim.

## Identify the correct destination

A police agency may create the collision report while a different state office stores copies or maintains a driving record. Start with the name printed on the report and verify contact information on that agency's official website. Ask which unit receives correction requests, whether the original officer must review them, and whether the agency accepts supporting documents or a supplemental statement. Do not send an official-looking form from this workbook: it supplies preparation pages only. If your concern is a separate driving-record entry, record that as a second task with its own official procedure.

### RELATED WORKING SHEETS

- [Report and procedure verification](#)
- [Support and submission index](#)

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 2

02

# Separate an error from a disagreement

Describe one concern at a time. A transposed plate number, wrong date, omitted passenger, disputed observation, and disagreement about the cause of a crash are not interchangeable. A document may establish a vehicle's registration number while saying nothing about how the collision occurred. Use three labels: factual discrepancy with supporting material; information missing from the file; and disputed opinion or interpretation. The labels help you make a clear request without claiming that your evidence proves more than it does. If you cannot tell which category fits, write what you know and mark the question unresolved.

## Build the support for each point

Attach the smallest useful set of records that supports the particular correction you are requesting. For an identity error, the relevant record might be a registration document. For a location discrepancy, it might be an original photograph with a visible street sign plus an explanation of when and where it was taken. Explain the source of every item and distinguish what you personally observed from what someone later told you. Do not crop away contradictory context, alter original files, or describe a witness as agreeing with you unless that is what the witness actually said.

Label each concern separately and connect it to support without overstating what the record shows.



Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 3

03

# Write a focused review request

Use a neutral structure: identify the report, quote or accurately describe the disputed entry, state the correction or additional information you are requesting, and identify the support. Keep accusations, settlement demands, and unsupported conclusions out of the request. A statement such as “Page 1 lists plate ABC123; the attached registration lists ACB123” is easier to evaluate than a general claim that the whole report is wrong. If the issue concerns an opinion about fault, say that you disagree and explain the factual basis without insisting that the agency must adopt your interpretation.

## Submit through the agency process

Follow current instructions from the issuing agency, including any identity verification, form, signature, attachment, or delivery requirement. Keep a copy of the exact packet and proof of submission. Sending a request does not suspend a claim notice requirement, lawsuit deadline, citation response date, or insurer request. Track those separately and seek appropriate advice when timing is uncertain. If you are represented, coordinate with your lawyer before submitting material about disputed facts. Do not repeatedly send changing versions to multiple offices without keeping a clear version record.

### RELATED WORKING SHEETS

- One-issue review sheet
- Support and submission index

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 4

04

# Read the response and preserve both versions

The agency might amend an entry, append your statement, explain why it will not change the report, ask for more information, or take another step. Record what actually happened. An acknowledgment that your statement was received is not the same as a corrected report. Request the resulting version through the agency's process and compare the exact entries. Keep the original as well as any amended or supplemental material. If an insurer or attorney previously received the older copy, prepare a factual update that identifies the new version without suggesting that the agency decided every disputed issue in your favor.

## Know when the issue needs legal review

A simple spelling or vehicle-identity problem may have a straightforward administrative route. Disputed causation, an injury description with major consequences, a criminal investigation, a citation, a government claim, or an approaching filing deadline can require advice beyond a correction workbook. Bring the original report, your issue sheet, supporting documents, and the agency response to a licensed attorney. If the agency declines a correction, record the result honestly. The useful outcome may be a clear supplemental record and a well-supported question for counsel, rather than an amended report.

### RELATED WORKING SHEETS

- Response and version comparison
- Report and procedure verification

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



## FICTIONAL EXAMPLES

# Work through the examples

These invented cases demonstrate the method. They are not case results, estimates of what you will receive or statements of universal rights.

## 01 A factual correction with limited significance

The report lists a blue sedan as black and transposes two plate characters. The registration supports the plate correction; an unedited scene photo supports the visible color.

Next step: Submit two separately numbered factual issues through the agency's procedure.

**Avoid.** Claiming that these errors alone prove the other driver caused the collision.

## 02 A disputed narrative

The report says the driver changed lanes. The driver disagrees and has a photo taken after both vehicles stopped, but no image of the movement itself.

Next step: Explain the disagreement and the timing of the photograph accurately, then ask what supplemental-statement procedure exists.

**Avoid.** Presenting the after-crash photo as conclusive proof of the cars' pre-crash paths.



WORKSHEET 1

01

# Report and procedure verification

Use the complete report. Verify instructions with the issuing agency rather than assuming another state's process applies.

Reporting agency

Official website/contact verified on

Report number

Incident date

Version/supplement date

Pages received/missing

Who may request review

Official form or signature required

Accepted submission method

Separate deadlines needing verification

Related guidance: [Start with the complete version](#)



WORKSHEET 2

02

# One-issue review sheet

Make one copy per concern. Copy the exact reference and distinguish a proved fact from your interpretation.

Issue ID

Page/field

Current entry

Requested correction or additional fact

Category: fact/missing information/opinion

Firsthand basis

Supporting exhibit

What evidence does not establish

Question for agency

Related guidance: [Separate an error from a disagreement](#)



WORKSHEET 3

03

# Support and submission index

Retain originals and work with copies. Record what you sent and how delivery can be shown.

Exhibit ID

Description

Source/creator

Date obtained

Original storage location

Related issue

Copy shared

Recipient

Submission date/method

Receipt/reference

Missing follow-up

Related guidance: [Write a focused review request](#)



WORKSHEET 4

04

# Response and version comparison

Do not mark the problem fixed until you have reviewed the response and any updated record.

Agency response date

Outcome stated

New version identifier

Exact change

Concern still unresolved

Original preserved

Updated copy obtained

Who received older copy

Factual update needed

Legal question

Related guidance: [Read the response and preserve both versions](#)



## READINESS REVIEW

# Check the file before using it

### REVIEW EACH ITEM BEFORE MOVING ON

- ☐ Each working figure or statement is linked to an identifiable document.
- ☐ Missing information is marked as unverified rather than estimated as fact.
- ☐ The exact question and the person or organization able to answer it are identified.
- ☐ The current document version and any conflicting version are preserved.
- ☐ Independent deadlines and the source of each deadline have been checked.
- ☐ The final written response has been compared with the original question.

## What still needs attention

Open fact or decision, who can resolve it, and the source needed

**Completion standard.** The working file is complete when the important facts are supported, the next action is assigned and any unresolved issues remain clearly visible. A completed checklist does not establish coverage, entitlement or legal compliance.



## ACTION PLAN

# Write down the next step

Choose the smallest useful next step. Make the request specific enough that the recipient can locate the record and explain or address the exact issue. Keep proof of what you sent and what came back.

The exact issue or request

Evidence IDs and document versions that support the request

Verified recipient and channel

Date sent and follow-up date

What response will resolve the issue, and what still needs professional review

**Separate decisions.** A courtesy follow-up date is not a legal deadline. A document request does not automatically pause another requirement. Do not sign, settle, move property or disclose sensitive records merely because a box on this page is complete.



## REFERENCE GUIDE

# Sources and scope

The linked official sources support the educational background. The forms and examples are original organization tools. Sources were checked on October 1, 2026; policies, procedures and law may change. Recheck the current source before relying on a rule.

## [1] California Highway Patrol FAQ

CHP describes a supplemental-statement route for involved parties who disagree with a collision report. Scope: CHP process only; it does not promise amendment or liability reversal.

<https://www.chp.ca.gov/faq/>

## [2] NYPD public patrol guide, Part 3

The collision-report procedure distinguishes obtaining a report from discretionary amendment by the officer of record. Scope: New York City procedure; consult current applicable section, not a national rule.

[https://www.nyc.gov/assets/nypd/downloads/pdf/public\\_information/public-pguide3.pdf](https://www.nyc.gov/assets/nypd/downloads/pdf/public_information/public-pguide3.pdf)

## [3] Texas crash-record forms for law enforcement

Texas identifies CR-3 and CR-3 Alternate as law-enforcement forms. Scope: These are law-enforcement forms; do not submit an officer-only report as a consumer.

<https://www.txdot.gov/data-maps/crash-reports-records/forms-law-enforcement.html>



## REFERENCE GUIDE

# More source notes

## [4] California DMV records requests

A driving-record accident correction uses a separate DMV review process. Scope: California example; separate from correcting the originating police report.

<https://www.dmv.ca.gov/portal/customer-service/records-request/>

## Keep the scope clear

No guarantee of changed fault

No fabricated witness evidence

Do not ignore a ticket or a separate legal deadline