

Arizona Car Accident Checklist

A simple guide to organize photos, reports, medical bills, insurance details, and next steps after a crash.

Educational note: This page is for general educational purposes only. It is designed to help Arizona drivers and passengers keep important accident information organized after a collision.

Use this checklist as a starting point. Not every item will apply to every crash, but saving more information early can help you stay organized later.

1. Safety and Basic Crash Details

Item	Record or save this information
1	Date of the crash
2	Time of the crash
3	Exact location or nearest intersection
4	City or area where the crash happened
5	Direction each vehicle was traveling
6	Weather conditions
7	Road conditions
8	Traffic conditions
9	Whether anyone appeared injured
10	Whether emergency services were called
11	Whether vehicles were blocking traffic
12	Whether any driver left the scene
13	Whether a driver appeared impaired, distracted, aggressive, or unable to cooperate

2. Driver, Vehicle, and Insurance Information

Item	Record or save this information
1	Other driver's full name
2	Other driver's phone number
3	Other driver's address
4	Driver's license information
5	Vehicle license plate number
6	Vehicle make, model, year, and color
7	Name of the vehicle owner, if different from the driver
8	Insurance company name
9	Insurance policy number
10	Insurance phone number
11	Photos of insurance card, registration, and license plate
12	Names and contact details of passengers

3. Photos and Videos to Save

Item	Record or save this information
1	All vehicles involved
2	Damage to each vehicle
3	License plates
4	Vehicle positions before they are moved, if safe

5	Road signs and traffic signals
6	Skid marks, debris, broken glass, or fluid leaks
7	Nearby intersections, lanes, driveways, or parking lots
8	Weather and lighting conditions
9	Visible injuries, if appropriate
10	Damaged personal property
11	Dashcam footage, if available
12	Nearby cameras from businesses, homes, or traffic areas

4. Police Report or Accident Report Details

Item	Record or save this information
1	Name of the responding agency
2	Officer name, if available
3	Badge number, if available
4	Report number or incident number
5	Date you requested the report
6	Copy of the report, once available
7	Any citation information
8	Names of people listed in the report
9	Notes about mistakes you believe appear in the report

5. Medical Records and Health Notes

Item	Record or save this information
1	Ambulance records, if any
2	Emergency room records
3	Urgent care records
4	Primary care visit notes
5	Specialist records
6	Imaging results, such as X-rays or MRIs
7	Diagnosis notes
8	Discharge paperwork
9	Physical therapy records
10	Chiropractic or rehabilitation records
11	Prescription records
12	Medical bills
13	Health insurance explanations of benefits
14	Out-of-pocket receipts
15	Mileage or travel notes for medical visits

6. Vehicle Damage and Property Records

Item	Record or save this information
1	Tow truck receipt
2	Storage yard information
3	Repair shop estimate
4	Body shop photos
5	Final repair invoice

6	Total loss paperwork, if applicable
7	Rental car receipts
8	Rideshare or transportation receipts
9	Car seat replacement information, if applicable
10	Photos of damaged personal items
11	Receipts for damaged items inside the vehicle
12	Notes about when your vehicle was unavailable

7. Insurance Claim Information

Item	Record or save this information
1	Your insurance company
2	Your policy number
3	Your claim number
4	Adjuster name
5	Adjuster phone number and email
6	Other driver's insurance company
7	Other driver's claim number, if available
8	Dates you reported the crash
9	Copies of letters or emails from insurers
10	Screenshots of claim portal updates
11	Notes from phone calls
12	Repair approval documents
13	Rental vehicle approval documents
14	Any forms you are asked to sign

8. Work, School, and Daily-Life Impact

Item	Record or save this information
1	Missed work dates
2	Missed school dates
3	Employer notes
4	Pay stubs
5	Wage or income records
6	Work restriction notes from a medical provider
7	Transportation costs
8	Childcare changes caused by the crash
9	Help needed with household tasks
10	Activities you had to cancel or reduce
11	Notes about how injuries affected your routine

9. Follow-Up Timeline

Item	Record or save this information
1	Crash date
2	Date police or emergency services responded
3	Date you first received medical care
4	Date you notified insurance
5	Date you received a claim number

6	Date you requested the accident report
7	Date your vehicle was inspected
8	Date you received a repair estimate
9	Date you started follow-up treatment
10	Date you returned to work or normal activities
11	Date you received important insurance letters

Arizona-Specific Notes for This Checklist

Arizona drivers involved in a collision should stop or return to the scene and exchange required information, including identifying details and vehicle information. If anyone is hurt, the scene is unsafe, a driver leaves, or a crime may have occurred, emergency help should be requested.

A written accident report may be created when law enforcement investigates a crash involving injury, death, property damage over a certain amount, or a citation. For certain minor collisions on state highways, Arizona DPS may offer a Citizen's Collision Report option, but that process is limited to qualifying crashes.

Because the correct process can depend on the crash location, severity, injuries, and responding agency, it is helpful to save the report number, agency name, officer information, and any instructions you receive.

Common Items People Forget to Save After a Car Accident

Many people remember to take photos of vehicle damage but forget the paperwork that comes later. These forgotten items can be just as important for staying organized.

Often-Forgotten Records

Item	Record or save this information
1	Discharge papers from the ER or urgent care
2	Prescription receipts
3	Follow-up appointment summaries
4	Physical therapy records
5	Medical billing statements
6	Health insurance explanation of benefits forms
7	Tow yard and storage receipts
8	Rental car receipts
9	Rideshare receipts
10	Repair supplement estimates
11	Emails from insurance adjusters
12	Screenshots of claim portal updates
13	Voicemails or call notes
14	Photos of bruising or visible injuries over time
15	Work restriction notes
16	Missed work documentation
17	Damaged personal property receipts

A good rule is simple: if the document, photo, bill, or message is connected to the crash, save a copy in your accident folder.

How to Organize Your Accident Folder

You do not need a complicated system. A simple folder on your phone, computer, or cloud drive can work.

Suggested Folder Names

Item	Record or save this information
1	01 Crash Scene Photos
2	02 Driver and Insurance Information
3	03 Police Report
4	04 Medical Records and Bills
5	05 Vehicle Damage and Repairs
6	06 Insurance Communications
7	07 Work and Expense Records
8	08 Timeline and Notes

Use file names that are easy to recognize. For example, “ER-discharge-paper-June-10” is easier to find later than “IMG_4829.” If you prefer paper records, keep a folder or envelope with printed copies. Add new documents as they arrive.

Quick Printable Checklist

Use this shorter version if you only need the main items.

Crash Details

Item	Record or save this information
1	Date, time, and location
2	Weather, road, and traffic conditions
3	Direction of travel
4	Names of people involved
5	Witness information

Driver and Insurance Details

Item	Record or save this information
1	Driver's license
2	License plate
3	Vehicle make and model
4	Insurance company
5	Policy number
6	Claim number

Photos and Videos

Item	Record or save this information
1	Vehicle damage
2	License plates
3	Road signs and signals

4	Debris, skid marks, and scene layout
5	Visible injuries
6	Dashcam or other footage

Police Report

Item	Record or save this information
1	Agency name
2	Officer name or badge number
3	Report or incident number
4	Citation information
5	Copy of report when available

Medical Records

Item	Record or save this information
1	ER, urgent care, or doctor records
2	Diagnosis and treatment notes
3	Prescriptions
4	Bills and receipts
5	Follow-up appointments
6	Symptom journal

Vehicle and Property Damage

Item	Record or save this information
1	Tow receipt
2	Repair estimate
3	Final invoice
4	Rental car receipt
5	Photos of damaged personal items

Insurance Communications

Item	Record or save this information
1	Adjuster name
2	Phone number and email
3	Claim letters
4	Call notes
5	Forms received
6	Dates of important conversations

Life Impact

Item	Record or save this information
1	Missed work
2	Lost wage records

3	Transportation costs
4	Help needed at home
5	Changes to daily activities

Need Help Understanding Your Situation?

[BigChadLaw](#) provides information for Arizona accident victims who want to better understand the photos, reports, medical bills, insurance details, and next steps that may come up after a crash.