

Manitou Springs Police Department Cold Reporting Traffic Accidents

What are the criteria for cold reporting?

- The accident does not involve a fatality or injury by anyone involved in the accident.
- No driver involved in the accident is suspected of driving under the influence of alcohol or drugs.
- The accident does not involve damage to any public property.
- All vehicles and drivers involved are present at the scene and the driver's insurance information is available to be exchanged.
- No tow truck is required due to damage on a vehicle involved in the accident.

What information should I get from the other driver?

- Full name
- Address
- Telephone number
- Date of birth
- Driver's license number and state
- Name, address, phone number **of owner if different from driver**
- Vehicle year, make, model, color, license plate number and state vehicle number
- Insurance company name, policy number and expiration date of the policy.

You will have seventy-two hours to report the accident to the Manitou Springs Police Department. You will need to respond with information described above.

You will be required to fill out a DR-447-E form. You may get a copy of that from the officer when you file your report. Copies are also available on the city website. This form must be filled out and mailed within ten days of your accident. Complete the form and mail it to:

State of Colorado
Motor Vehicle Division Traffic Records
Denver, Colorado 80261-0016