



**San Miguel Centre**  
Calle Lope de Vega 45,  
San Miguel de Salinas  
03193, Alicante –

**Telephone: 966 723 733 (24 Hr Emergency Line)**

**Document Reference: HVB/IS 24**  
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## **Information sheet No. 24**

### **TRAFFIC ACCIDENTS**

Should you be unfortunate enough to be involved in a non injury road traffic accident as the driver of a vehicle here in Spain or elsewhere on mainland Europe, one should complete the blue form called *Parte Europeo de Accidente*. This document, which is provided by all insurance companies, should be carried in the vehicle with other relevant papers. The document is completed in duplicate by either or both drivers and is signed by all parties involved, each taking with him his own copy which should be handed to the insurer or his agent as soon as possible or in any case within five days of the accident. The document is here in Spain logically, in Spanish, so here below we offer an English version.

#### **WHAT TO DO IN CASE OF AN ACCIDENT**

The first useful piece of advice, which is clearly printed on the front cover of the *Parte Europeo de Accidente*, is 'DON'T PANIC, BE COURTEOUS, REMAIN CALM'. (Do not admit liability but complete the form honestly).

#### **If there are injuries.:**

1. Call for the police and an ambulance if necessary.
2. Note the names, surnames, addresses and telephone numbers of the injured where this is possible.

#### **If there is only material damage:**

1. Produce your insurance details and your driving licence and calmly complete the duplicate form, *Parte Europeo de Accidente*. It is only necessary for one such document to be completed, as there is a copy for each driver.
2. Ensure that the damaged vehicles do not cause a traffic hazard or interfere with the circulation of other road users.
3. Should you feel it necessary, or if the other driver does not wish to co-operate, call the police. Call 121 in case of accident or if the driver of the other vehicle does not want to co-operate, they usually speak enough English to get by at 112.
4. Photographs of the scene and of the damage are always useful.

#### **HOW TO COMPLETE “THE PARTE EUROPEO DE ACCIDENTE”**

##### **AT THE SCENE**

1. Use only one form when there are only two vehicles involved (two forms for three vehicles). It is unimportant which driver completes the form. Use a ballpoint pen and write legibly.
2. (a) Ensure that details of both (or all) insurance companies are completed in sections 6 and 8.  
(b) When completing details of the driver in part 9, take details from the driving licence.  
(c) Precisely indicate the point of collision on the drawing in part 10.  
(d) Mark the cause of the accident (part 12 with a cross).  
(e) Draw a simple plan in part 13.
3. Take a note of the names and addresses of any witnesses, especially if there is a dispute as to blame.
4. Make sure that the other's car's licence plate is written right on the form
5. Sign the completed form, invite the other driver to sign and offer him the duplicate copy.
6. Also ensure that the other driver has signed the form properly.
7. It is very important to get the telephone number of the other driver and to ring this number whilst the driver is present, just to make sure that it is the right number. This way you will be able to track him if you received any wrong/false piece of information.



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## AT HOME

Complete the details as required by your insurance company and fill in the 'declaration of the accident' on the reverse of the form.

Note down the exact location of the damaged vehicle for later inspection by the insurance assessor.

Do not alter any details previously completed.

Send the completed document to your insurance company or agent.

Should the driver of the other vehicle be in possession of a *Parte Europeo de Accidente* in another language, make sure that the layout of the form is the same as your version.

## COMPLETING THE PARTE EUROPEO DE ACCIDENTE

1. DATE of accident.
2. PLACE of accident, street name or number, town province etc.
3. INJURIES, however slight. (yes or no).
4. DAMAGE to vehicles. (yes or no).
5. WITNESSES, names and addresses.
6. INSURED (both drivers, vehicle A and vehicle B), copy details from policy document, name, surname(s) address, and telephone number. Complete the answer to the question, 'Can the insured claim back the VAT?'
7. VEHICLE, make, model, registration number.
8. INSURANCE COMPANY DETAILS, policy number, agency, green card number, validity date, 'Is own damage covered?' (yes or no)
9. DRIVER, name surname(s), address, driving licence number, categories (A or B), place of issue, date of issue, valid until.
10. INDICATE WITH AN ARROW the point of impact.
11. DETAILS OF DAMAGE.
12. CIRCUMSTANCES, place a cross in the relevant boxes (vehicle A and vehicle B)