

**OFFICIAL**



Good morning/ afternoon

In response to your request. Please find details on how to submit payment and the costs of each our services.

Please note that no searches will be conducted until payment has been submitted and verified.

Once payment has been submitted, please reply to

[CJSDCrashEnquiries@scotland.police.uk](mailto:CJSDCrashEnquiries@scotland.police.uk)

You Must Supply:

- Your Reference Number
- Your Clients Name and address
- Date and location of incident
- Clients Vehicle Registration Mark
- Your Payment/Claim Reference Number
- Claims handler name
- Email address to which report has to be returned.

Failure to supply the listed information may cause further delay.

We will only accept online payments. Individual payments must be made for each request, as bulk payments will not be accepted.

Our bank details and the information that we require to be referenced on each individual online payment is outlined below:

**Your client's name and reference number must be quoted as the subject on your online payment.**

Bank:	Royal Bank of Scotland
Account Name:	The Scottish Police Authority
Sort Code:	83-06-08
Acc. Number:	21156259
BIC:	RBOSGB2L

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IBAN: GB81RBOS83060821156259  
Reference Number: Client's name and **Your** Reference Number, must be quoted on each individual BACS payment and all other correspondence.

**New Charges effective 1<sup>st</sup> April 2024**

ITEM	Fee from 1 <sup>st</sup> April 2024
Supply of Abstract of Road Traffic Incident Report.  *This is a non-refundable administration fee. Fee charged per request*	£125.50
Supply of Abstract of Crime Report.  *This is a non-refundable administration fee. Fee charged per request*	£125.50
Supply of Occurrence Report  (Reports which are neither criminal nor a Road Traffic Incident)  *This is a non-refundable administration fee. Fee charged per request*	£125.50
Precognition Interview (per officer)  *A non-refundable administration fee of £125.50 will be retained in event of the precognition being cancelled before interview has taken place or the request being withdrawn*	£206.00
Supply of Photographs  CD per Disk / PDF document  *Advance fee is not required. Photographs will be released subject to authorisation from the Procurator Fiscal*	£28.00
Supply of Video/DVD  <b>This service has been discontinued at present. We can no longer accept requests for Supply of Video, DVD, CCTV, DASHCAM Footage.</b>	

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Collision Investigation Report  *Fatal Accidents only. Advance fee is not required. Report will be released subject to authorisation from the Procurator Fiscal*	£592.50
3D Reconstruction Data  *Fatal Accidents only. Advance fee is not required. Data will be released subject to authorisation from the Procurator Fiscal*	£818.50
Supply of Plans  *Advance fee is not required. Data will be released subject to authorisation from the Procurator Fiscal*	Charges will depend on the type of service provided and equipment used.

(Please note these fees are reviewed in April of each year, and are subject to increase)

All requests must be emailed to [CJSDCRaSHenquiries@scotland.police.uk](mailto:CJSDCRaSHenquiries@scotland.police.uk)

**Postal Request will not be accepted.**

**All reports are returned via email using Egress encryption and access to Egress is required to use our service.**

For more details on Egress and how to set up an account or seek advice with an email you have received please visit [Support | Egress Software Technologies](#)

Reports will be returned to the claims handler named in the initial request and requests for additional copies may incur an additional fee.

For full details of all our charges and Terms and Conditions please refer to <http://www.scotland.police.uk/access-to-information/provision-of-reports/>

Kind Regards,

CJSD Data and Records  
Police Scotland

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