

Michigan State Police

Crash Advisory # 5



April 2005

When submitting a corrected copy, should I cross out the serial number?

Never cross out the preprinted serial number that appears at the bottom of the form. When submitting a corrected copy (or more than one sheet for a single crash, or you are deleting an entire crash you previously submitted), simply write the serial number of the original form in the override box. An entry in the Override box is a flag to the processing staff that the information you are now submitting actually refers to some previously submitted form. It is our way of linking your corrected information with the original information.

I want to correct information about Unit #2 only. Should I write the new information on the back of the corrected copy?

No. If you are correcting information about unit #2 only, use the front side of the form. Be sure to signify corrected copy (bubble the upper right corner), give us the correct crash date, your ORI number, your department name, the number of units, the unit number you want to correct, the county number, city/township number and the serial number of your original form written in the override box, and of course the information you want to correct for unit #2.

You can bubble corrected copy or replace but NOT BOTH!

When you REPLACE, the original report is completely deleted, and REPLACED with the new one. When you CORRECT portions (but not ALL) of a report, use CORRECTED COPY.

How artistic do I have to be with these bubbles?

Bubbles must be filled in so the scanner can see that you have intended to mark the bubble. Do not *circle* the bubbles. We prefer that you use a No. 2 lead pencil, but a ballpoint pen that does not bleed through to the other side is also sufficient. Bubbles that are carelessly filled in (or punched through) will be returned to you for correction.

If I accidentally rip the corner of a UD-10 while pulling it from the pad, can I send it to you if I repair it with tape?

No. Although the vendor is very careful, sometimes the micro-perforation is stronger than it should be. We suggest you tear out the UD-10 **before** filling it out. That way, you will not waste your time filling out an entire UD-10 only to rip it while pulling it out of the pad. The optical scanner will not accept torn, taped or stapled UD-10s. **Ripped, torn, or taped** UD-10's will be returned.

Please Distribute to All Personnel Who Complete or Review Traffic Crash Reports

