**THREE WAYS TO SUBMIT NJTR-1 CRASH REPORTS:**

**On Paper via U.S. Mail…**  
A non-Fatal reportable crash (NJTR-1) needs only to be mailed to the New Jersey Department of Transportation (NJDOT, see address below) within 5 days in accordance with State Statue Title 39. None to Motor Vehicle Commission or State Police.

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| --- | --- |
| **NJTR-1 State Copy** | New Jersey Department of Transportation 1035 Parkway Avenue, CN 600 Trenton, NJ 08625 Attn: Bureau of Safety Programs - Crash Records Unit Phone (609) 530-3474 Fax (609) 530-3496 |

**Uploading as .PDF Files…**  
To participate in this program, you will need to get an account for your Police Department from NJDOT and meet the requirements listed below:

* Save each of your NJTR-1 Crash Reports as a PDF file with your Department Case Number as the filename. All pages of a single report must be in one .pdf file (including narrative, diagrams, etc.).
* Zip all .pdf files (using WinZip) that have been processed during the past week and name the .zip file in a specific format. We are encouraging PDs to send their reports once a week (can be sent on any day / time).
* Have Internet access.
* Reports need to be typed.

If interested, please send a request to [DOT.CrashReports@dot.nj.gov](mailto:DOT.CrashReports@dot.nj.gov).

**Electronic Transfer of NJTR-1 Crash Data…**  
Starting in January, 2017, NJDOT is ready to offer electronic transfer of NJTR-1 Crash data to vendors of New Jersey’s Local Enforcement Agencies. Participating vendors of LEAs must have the capability to transmit approved crash report data from multiple police agencies they support. In the future, we plan to offer the electronic transfer option to individual police departments.

If interested, please send a request to [DOT.CrashReports@dot.nj.gov](mailto:DOT.CrashReports@dot.nj.gov). Requirements and protocols regarding formatting of data will be e-mailed to you.