January 26, 2012

To: All Law Enforcement Agencies

From: Maureen Johnson, Chief
                Division of Motorist Services
                Bureau of Records

Subject: Electronic Submission of Short Form Crash Reports

The Department of Highway Safety and Motor Vehicles (DHSMV) goal is to provide the most efficient, convenient and cost effective method of disseminating crash report information to the public.   DHSMV in cooperation with our crash records fulfillment vendor, Open Portal Solutions (a subsidiary of Appriss) have agreed to accept short form crash report submissions from ALL local law enforcement agencies.

This step will make available, around the clock access to the public, both the long form and short form crash reports. This service will be made available through a convenient, easy to use option on the www.BuyCrash.com website. Making crash reports readily available, Open Portal Solutions (OPS) will reduce the current cost each agency incurs by offering the latest technology for public accessibility and improved customer service by shortening the wait time. This endeavor will also off set the Agency's financial responsibility by reducing record(s) fulfillment costs and cash handling requirements.

Sales made through www.BuyCrash.com will be eligible for a $5 reimbursement to the originating local agency. We hope this will serve as an incentive for the local agency to submit short form crash reports. OPS will communicate to your agency, information about the revenue sharing program and will explain the benefits of the program along with steps on how to participate.

Your agency's submission of both long and short forms will provide your agency the ability to utilize the FIRES (Florida's Integrated Report Exchange System) web portal

(www.firesportal.com) to query and analyze all crash records information from a single source. Following your agencies account setup authorized users will be able to:

- search, display, and print report copies from current to historical
- run statistical queries
- display collision maps and
- request and schedule formatted reports.

All these functionalities along with training and support are provided to your agency at no charge through our partnership with OPS.

If you are currently an agency submitting long forms to DHSMV electronically, a request to your area electronic crash records vendor is needed to begin the process of submitting short forms. E-Crash validation edits for accepting reports are the same for both long and short forms. Exception: Short forms DO NOT require a diagram and/or narrative. The current HSMV Numbers already assigned to the agency for long forms can also be used for the short forms.

For agencies using TRACS and CTS-America software products, the vendors have been notified and are prepared to setup your agency for submission of short form reports electronically. We are in the process of communicating this option to the other vendors whose software is being used to report electronically so they are prepared for your requests.

Agencies currently reporting long forms to DHSMV on paper will simply include the short forms in your mailing packet and they will be processed along with your long forms by OPS.

Requests for information about the revenue sharing program and/or access to www.firesportal.com are to be directed to the OPS Customer Support Group at 866-495-4206 or via email at [pimsupport@appriss.com.](mailto:pimsupport@appriss.com)

If you need additional information, please feel free to direct your questions to Bonnie Scott-Walls at (850) 617-2586 or you may send an email to BonnieScott-Walls@flhsmv.gov.

MJ/dmh