

PREAMBLE FOR RECORDED STATEMENT

This is (*state your name*) with (*state your company's name or representing company*).

Today's date is _____, 20__ and the time is now _____, am / pm.

I am at the address

_____.

and speaking with _____,

regarding an incident that took place on _____,

The claim number is _____.

The policy number is _____.

Also present are: _____.

Would you please tell me your name and spell your last name for me?

Mr./Ms. _____, would you please provide me with your DL or ID so I may verify with whom I am speaking?

- Are you aware this conversation/meeting is being recorded? (Yes – No)
- Mr./Ms. _____, do I have your permission to record this statement? (Yes – No)
- Sir/Ms., as the interview progresses, if at any time you do not understand any part of my questions, please stop me and I will gladly rephrase the question. Do you understand? (Yes - No)
- Have you ever been known by any other name or names? (Yes - No)
- If yes, what names and why?

- What is your present address and how long have you lived there?
- If less than 5 years, where else have you lived and for how long?
- What is your phone number, including area code?
- Please state your social security number.
- What is your date of birth and where were you born?
- Can you read, write and speak the English language? (Yes - No)
- Do you have any trouble understanding me at this time? (Yes - No)
- Please give the name of someone who can always reach you and their phone number.
- How many people live in your household and please give their name and ages?
- Are you presently under the influence of any substance, including medication, that may affect your ability to correctly answer any questions?
- Mr./Ms. _____, I ask you please speak loudly and clearly so the tape recorder will clearly record our conversation and please avoid the use of gestures, such as shaking your head yes or no as an answer.
- Has any threat, promise or inducement been made in exchange for your statement? (Yes - No)
- Do you understand that under the terms of your policy with (Name of Insurance Company), a contractual agreement exists where you will cooperate with our investigation by answering questions concerning your loss?
- Do you understand the importance that all your answers are honest and correct?