

Universal wording updates to improve clarity and intent were made to all FIG text for this form on 09/04/2009.

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 12 (2/95)	Exchange of Information Form	The title of the form. ACORD 12, Exchange of Information Form, is designed to be part of a "kit" with ACORD 11, Auto Accident Information Form, and ACORD 13, Witness Card. The "kit" should be given to the auto insurance policyholder for the glove compartment of the insured vehicle. ACORD 12 can be filled out by the driver(s) and given to the other driver(s) involved in the accident.
IDENTIFICATION SECTION	Policyholder's Name	Enter text: The named insured(s) as it/they will appear on the policy declarations page.
IDENTIFICATION SECTION	Address	Enter text: The named insured's mailing address line one.
IDENTIFICATION SECTION	Address 2	Enter text: The named insured's mailing address city name.
IDENTIFICATION SECTION		Enter code: The named insured's mailing address state or province code.
IDENTIFICATION SECTION		Enter code: The named insured's mailing address postal code.
IDENTIFICATION SECTION	DayTime Phone #	Enter number: The named insured's primary phone number. As used here, this is the daytime phone number.
IDENTIFICATION SECTION	Insurance Agent	Enter text: The full name of the producer/agency.
IDENTIFICATION SECTION	Insurance Company	Enter text: The insurer's full legal company name(s) as found in the file copy of the policy. Use the actual name of the company within the group to which the policy has been issued. This is not the insurer's group name or trade name.
IDENTIFICATION SECTION	Ins Co Phone #	Enter number: The primary phone number of the insurer.
IDENTIFICATION SECTION	Policy #	Enter identifier: The identifier assigned by the insurer to the policy, or submission, being referenced exactly as it appears on the policy, including prefix and suffix symbols. If required for self-insurance, the self-insured license or contract number.
Edition	Date	The edition identifier of the form including the form number and edition (the date is typically formatted YYYY/MM).