

MEXICO CLAIM REPORTING REQUIREMENTS

Please follow these instructions:

1. It is advisable to always have the following documents available:
 - Valid driver's license or permit
 - Vehicle Registration
 - Tourist Vehicle Identification Card
2. In the event of an accident, you should take all necessary precautions under the given circumstances to prevent further damage. You should immediately contact the insurance carrier, MAPFRE/TEPEYAC MEXICO - Toll Free Number 01-800-02-663-5800. An adjuster will be assigned to you at that time.
3. **Never leave Mexico before the claim is reported.** If you have to move the car from the place of the accident but are still in Mexico, be sure to inform the adjuster of your whereabouts.
4. By no means should you make any kind of settlement or agreement with anyone involved in the accident on your own. Once coverage has been confirmed, MAPFRE/TEPEYAC MEXICO will handle this matter for you. You should also refrain from making repairs to your vehicle if possible, as the insurance company may not cover these repairs.
5. Whenever possible, take photographs of the damage to all the vehicles involved at the scene of the accident.
6. In case of suit or civil liability as a result of an accident or loss, it may become necessary to contract the services of a lawyer. This lawyer, who will be hired by the insurance carrier, will handle the defense or settlement of any claims, as well as make the necessary arrangements to recover the vehicle if it has been confiscated. Be aware these services are part of your insurance coverage with MAPFRE/TEPEYAC MEXICO.
7. The State of Arizona employee at the scene of the accident may also be required to complete a formal claims report with the MAPFRE/TEPEYAC MEXICO adjuster.

CLAIM NOTICE TO CARRIER:

MAPFRE
TEPEYAC MEXICO

**All accidents must be reported in Mexico before returning to the USA
Toll Free Number is 01-800-02-663-5800**

CLAIM NOTICE TO BROKER:

**Marsh - Attn: Kay Kelly
2325 East Camelback Road, Suite 600
Phoenix, Arizona 85016
Phone: 602-337-6300 Fax: 602-337-6399
<http://marsh.com>**