

## REQUEST FOR RETURN OF PROPERTY

**INSTRUCTIONS:** Complete Sections I and II then return this form to a Desk Officer. After your request has been reviewed, you will be contacted by TELEPHONE for an appointment time to pick up your property.

**NOTE:** If your property is considered evidence in a criminal case it may not be released immediately — if at all.

### SECTION I — Details of Incident

Case Number: \_\_\_\_\_  
Date Incident Occurred: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Type of Incident: \_\_\_\_\_

### SECTION II — Description of Property You Want Released

\_\_\_\_\_

I am entitled to the above property because one or more of the following applies to my case (check all that you feel apply):

- Record of Ownership (Copy attached)
- Court Order (Copy attached)
- Property was removed from my possession and is described in the above police report

Date of Request: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

CLEARLY PRINT YOUR NAME

**DESK OFFICER:** Verify the person's identification, attach a copy of our police report and any supporting documentation, and forward to the section that will review this request.

**FORWARD TO (Circle One):** CAP      Property Crimes      Narc      Other \_\_\_\_\_

### SECTION III — Property/Evidence Review

**REQUEST:** Denied    Approved    (Circle One)

Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BADGE NUMBER

\_\_\_\_\_  
DATE

Disposition Notes: