

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: