



# SARATOGA SPRINGS POLICE DEPARTMENT

## REQUEST FOR PROPERTY RETURN



**(PLEASE PRINT CLEARLY)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CASE OFFICERS NAME: \_\_\_\_\_ (IF KNOWN)

PROPERTY DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK THE ITEMS THAT APPLY TO YOU:**

YOU ARE THE:

PROPERTY TAKEN AS:

VICTIM

EVIDENCE

LOST/FOUND

DEFENDANT

SAFEKEEPING

RECOVERED

OTHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

**NOTICE**

- ☞ PROPERTY IN THE POLICE DEPARTMENT'S CUSTODY MAY BE PICKED UP MONDAY THROUGH FRIDAY ONLY.
- ☞ PROPERTY UNDER OWNERSHIP DISPUTE WILL NOT BE RETURNED WITHOUT PROPER PROOF OF OWNERSHIP.
- ☞ YOU MUST PRESENT A GOVERNMENT ISSUED PHOTO ID CARD AS PROOF OF IDENTITY PRIOR TO CLAIMING ANY PROPERTY FROM THE POLICE DEPARTMENT.
- ☞ AN INVESTIGATOR WILL CONTACT YOU WITHIN TEN (10) BUSINESS DAYS TO ASSIST YOU WITH YOUR REQUEST.
- ☞ IF PROPERTY WAS SECURED AS EVIDENCE IN A CRIMINAL INVESTIGATION, THE PROPERTY CAN NOT BE RETURNED UNTIL THE CASE HAS BEEN DISPOSED OF IN COURT OR A LETTER HAS BEEN RECEIVED FROM THE DISTRICT ATTORNEY'S OFFICE OR COURT RELEASING THE PROPERTY.

**PLEASE SIGN BELOW:**

PROPERTY OWNER: \_\_\_\_\_

ID SHOWN: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE; OFFICIAL USE ONLY

OFFICER RECEIVING FORM: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

OFFICER ASSIGNED PROPERTY RETURN: \_\_\_\_\_

DATE NOTIFIED: \_\_\_\_\_

**FORWARD THIS FORM TO THE EVIDENCE CUSTODIAN UPON COMPLETION**