

# NOTICE TO CLAIM PROPERTY

## POLICE DEPARTMENT

The Police Department holds the following items that may belong to you:

- Property /Evidence
- Found Property
- Property for Safekeeping
- Other \_\_\_\_\_

\*Bring this card with you to the Police Department to claim the property

**Centerville Police Department**  
123 South Main Street  
Centerville, USA

*If you fail to respond within 15 days after the date of notice the property will be disposed of in accordance to department policy.*

Case Number: \_\_\_\_\_ Item(s) Number(s) \_\_\_\_\_  
Date: \_\_\_\_\_ Release Approved By: \_\_\_\_\_

Hours: 8:00 A.M. to 4:00 P.M. Monday through Friday ONLY

Consideration should always be given to using post cards in lieu of certified mailed. This decision should be determined after insuring that there isn't a statutory requirement to use certified mail.

Always insure that the notification card / letter places a final date to pick up property. Make the recipient responsible for following through.

Any time notification cards / letters are sent, make sure that a tickler file is in place to track the time you have placed on the card.

The above selected 15 days is an arbitrary number.