

EVIDENCE AND PROPERTY RELEASE NOTICE

To:	GENERAL OFFENSE #
ADDRESS:	NOTICE DATE

The Seattle Police Department is holding property in your name.

Item #	Description (Include brand, model, color and serial numbers as appropriate)

Please **CALL THE EVIDENCE UNIT FOR AN APPOINTMENT** at 206-684-8720, Monday through Friday, 6am-6pm, to claim your property. The SPD Evidence Unit is located at Airport Way Center , 730 S. Stacy Street, Building C, Seattle. **When you come to claim your property, bring this notice and government-issued photo identification** (driver’s license, identification card, military identification, passport, etc).

Property can only be released to the person named on this form. If you cannot appear in person to claim this property, you may designate an agent/representative by completing the information on the back of this form. For your protection, the authorization must be notarized and your agent/representative must present this notice and government-issued photo identification to claim the property.

Washington State law (RCW 63.32 and 63.40) requires law enforcement to hold personal property a minimum of sixty (60) days after notifying the owner when and where the property may be claimed. **YOU MUST MAKE ARRANGEMENTS TO CLAIM YOUR PROPERTY WITHIN 60 DAYS FROM THE DATE OF THIS NOTICE.** After 60 days, unclaimed property will be disposed of according to law.

If you are claiming a firearm, please notify the Evidence Unit when you call to schedule your appointment. Personnel will ask you required questions to complete the Record Check for Firearm Release form. This is required even if you have a Concealed Pistol License, and will take approximately three to five business days to complete. When the background records check has been completed, you will be contacted via the phone number that you provided on the form. You will have five business days to retrieve the firearm or the background process has to start over.

Federal, state and local laws prohibit certain persons from possessing firearms.

Property returns involving money take 7-10 business days to process, and are paid by check.

NOTICE COMPLETED and MAILED BY	SERIAL	UNIT	TELEPHONE #
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FORWARD A COPY OF COMPLETED FORM TO DATA CENTER

OWNER'S AUTHORIZATION TO RELEASE
PROPERTY TO AGENT/REPRESENTATIVE

I hereby authorize _____ to obtain
PRINT AGENT/REPRESENTATIVE'S NAME (first, middle, last) AGENT/REPRESENTATIVE'S date of birth
the property listed on the reverse side of this form from the Seattle Police Department.

(Signed) _____ (date) _____

State of Washington
County of _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledges that (he/she) signed this
instrument and acknowledged it to be (his/her) free and voluntary act for the uses and
purposes mentioned in the instrument

Dated: _____

(Signed) _____

Notary Public in and for the State of Washington

Commission expires ____/____/____

Residing at: _____