

# REQUEST FOR RETURN OF ITEMS FROM PROPERTY / EVIDENCE UNIT

The San Marcos Police Department's Property/Evidence Unit releases property by appointment only. Please fill out as much information as possible in the blanks below. This form will be forwarded to the Property/Evidence Unit and you will be contacted regarding your request as soon as possible. Please be advised that it may take several days for us to research your case and obtain authorization to release your property. *(Please note that if property is released to you, you will be required to show a valid photo ID at the time the item is released.)*

**FAILURE TO THOROUGHLY COMPLETE THIS FORM MAY CAUSE A DELAY IN PROCESSING YOUR REQUEST.**

Your Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email address \_\_\_\_\_

Case # \_\_\_\_\_ Date of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Was anyone arrested Y N If yes, please provide their name and date of birth.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Why is SMPD in possession of this property? (check all that apply)

\_\_\_\_\_ Item(s) were seized from me upon my arrest

\_\_\_\_\_ Item(s) were reported stolen and since been recovered

\_\_\_\_\_ Item(s) was turned in as found property

\_\_\_\_\_ Item(s) was taken in for safekeeping

\_\_\_\_\_ Other, explain \_\_\_\_\_

Have you already spoke to someone about this? Y N If yes, who? \_\_\_\_\_

Additional Information (describe your involvement in the case):

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

Items that you are requesting (be specific in your description):

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

Are you the owner of these items? Y N If no, who is the owner of the property? \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_

Do you have a signed/notarized release form or power of attorney? Y N **If yes, a copy should be attached.**

Do you have a court order for the release of these items? Y N **If yes, a copy of the court order must be attached.**

Date form submitted: \_\_\_\_\_