



CASE NO _____

Reno Police Department CITIZEN'S PROPERTY RELEASE REQUEST

INSTRUCTIONS:

Please fill out this request and return it to the Reno Police Department. You can hand deliver it to the front desk at the main Police Station or any substation or you can mail it to:

Reno Police Department
Attn: Evidence & Property Room
455 E. Second Street, Reno, NV 89502
775-334-2113

RPD will contact you when your property is ready to be picked up. You must make an appointment for a specific day and time Monday through Thursday (excluding holidays) between 8:00 a.m. and 4:00 p.m. to pick up your property. You must bring identification (preferably a valid driver's license). You may be required to present proof of ownership for the requested property depending on the circumstances.

Date Requested: _____

Phone No: _____ Email: _____

Requesting Person: _____
Last First Middle

Date of Birth: _____ SSN: _____

Mailing Address: _____
Street Apt #

City State Zip Code

RPD Employee Requesting Property (please print):

Name Emp No Date Time

Description of Property:

I have received the property described above: _____
Signature of Person Taking This Property Date

THIS SECTION TO BE COMPLETED BY THE RENO POLICE DEPARTMENT

Guns: NCIC check on serial no. & recipient by _____ on _____

Request Approved

Request Denied

Signature of authorizing person (investigator, city attorney, police sergeant or senior officer)

Date