

MERCED COUNTY PROPERTY RELEASE REQUEST

Court Case number _____ DA file number _____ Agency Case # _____

Request is being made by **VICTIM**____ **SUSPECT**____ Suspect is an **ADULT**____ **JUVENILE**____

IMPORTANT: Please print legibly and answer all questions fully.

FAILURE TO DO SO WILL VOID THIS REQUEST

Today's date: _____ Your name **printed**: _____ DOB: _____

Mailing address: _____ Home phone: _____

City & State: _____ Zip: _____ Cell phone: _____

Property Owner's name (if different): _____

AGENCY HOLDING PROPERTY: _____

FULLY describe item(s) you are requesting (Put one item per line. Use back if necessary)

INCOMPLETE DESCRIPTIONS WILL VOID THIS REQUEST

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

When was the property taken (date)? _____

Why was it taken? Evidence _____ Safe-Keeping _____ Lost/found _____ Other(Explain) _____

Was anyone arrested? Yes _____ No _____ If yes, who? _____

This form must be completed in order for you to receive property retained by this agency. The form must be legible and fully completed to avoid delay. Our goal is to serve you as quickly as possible, but be aware that the property release process is ***time consuming***. When your property is ready for release, you will be notified by mail.

Information regarding property will not be released over the telephone.

IF YOUR FORM IS ILLEGIBLE OR DESCRIPTIONS ARE INCOMPLETE, YOUR REQUEST WILL NOT BE PROCESSED.

(Use this space for additional items you want released)

*****DO NOT WRITE BELOW THIS LINE*****

DISTRICT ATTORNEY'S OFFICE

_____ The items listed above are no longer needed by this office for prosecution and may be released at your discretion to the appropriate person(s).

Special Instructions: _____

_____ This office has not filed a complaint based on this report. The ultimate decision to release your property and exactly what property will be released is solely up to the agency.

_____ The above items are still needed for prosecution. Do not release.

Signed: _____ Dated: _____
Please print name: _____ DA ID# _____

*****INVESTIGATIONS*****

_____ Release
_____ Hold Reason: _____

Signed: _____ Dated: _____
Please print name: _____ Badge # _____

***** FOR POLICE AGENCY USE ONLY *****

| <u>ITEM RELEASED</u> | <u>DATE</u> | <u>INITIALS</u> |
|----------------------|-------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Use additional paper if more room needed.