

SANTA CRUZ POLICE DEPARTMENT
155 CENTER STREET
SANTA CRUZ, CA 95060
FAX (831) 420-5871

PERMISSION TO REMOVE PROPERTY FROM POLICE CUSTODY

DATE: _____ SANTA CRUZ POLICE CASE#: _____

PROPERTY OWNER'S NAME: _____

PROPERTY TO BE REMOVED: _____
(Be specific when listing property items for release, items not listed will not be released)

The purpose of this form is to allow an individual, other than the owner, to remove property from Santa Cruz Police custody. Property released to an individual other than the owner (requestor) requires a notarized, signed letter of authorization, or if the owner is incarcerated, a Correctional Officer must witness the owner's signature. This form may then be mailed, emailed, SCPDProperty@cityofsantacruz.com, faxed or presented in person to the Police Department. To schedule an appointment to pick up the property please provide 24 hours notice to the Property Section at (831) 420-5900.

Property Owner:

I hereby authorize _____
to take possession of the above listed property that was
collected from me on (date) _____

Property Owner's Signature

Requestor's Information Below:

Print Name _____

Address _____

Telephone _____

Requestor's Signature/Date

Officer Authorizing Release: Signature/Badge#/Date

Witnessed By: (If Incarcerated)

_____ Correctional Officer Signature/Date

_____ Print Name/Badge#

_____ Agency Name/Telephone

Notary Public: (not needed if incarcerated)

State of _____

County of _____

On _____, before me the undersigned, a Notary Public for the State of _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed it.

_____ Notary Public Signature

Notary Seal: