LOST PROPERTY REPORT

other than FIRE	this report will document the loss of Personal Property EARMS. If the loss includes Firearms, DO NOT IS FORM. (To report the loss of a firearm, call 911)	Mail Co	mpleted Form To:		Recor 1400	s Police Department rds Division S. Lamar Sr. s, TX 75215
			NAME OF P	PERSON (ATTI	N Scan Unit
REPORT NUMBER:			NAME			
			STREET			
Call 214 <u>670-0843</u> and ask for a "Lost Property" report number. If this number is not filled in, your report will not be recorded by the Department.			SUITE/APT			
, , ,			CITY/ST/ZIP			
			TELEPHONE (AC) #			
Address of 3	Loss	DALL	_ DALLAS, TEXAS Zip			
Type of Loc	eation					
Date Property Last SeenT			me AM or PM (circle one)			
Date Property Discovered Missing Time AM or PM (circle one)						
	REPORTING PERSON	AND WI	TNESS INFORM	IATION	(This is NOT Publi	c Information)
	NG REPORT (RP) (If Different from Owner)	Race	Sex Birthda	ay	Contact Phone #	
Name: Home Address				() Other Phone #		
					()_	
Street:						
		PROP	ERTY			
QTY	DESCRIPTION – (Serial Nur					TOTAL COST
					COST EACH	TOTAL COST
					COST EACH	TOTAL COST
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QTY	DESCRIPTION – (Serial Nur				COST EACH	TOTAL COST
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In an effort to assist citizens of Dallas who have lost personal property while allowing police officers to remain available for emergency situations, the Dallas Police Department has enabled citizens to complete their own Lost Property Reports. These reports are available to all citizens with the following guidelines:

- Lost Firearms cannot be reported with this form. In the event of a lost firearm, call 911 to make the report.
- As an official document, any falsifications on the form may result in Criminal Charges for "Filing a False Police Report".
- Lost Property is not a criminal action and therefore will not generate any police follow-up. If lost property is due to a crime being committed, you will need to call 911 to make your report.
- Property listed on this form WILL NOT be entered into any of the crime databases.
- Property lost outside Dallas City Limits or last seen outside Dallas City Limits
 may not be reported to the Dallas Police Department. It must be reported to the
 agency with jurisdiction for that location.

To File your report:

- 1. Complete the *Lost Property Form* leaving the Report Number blank. Be as thorough as possible including description of the lost item and a brief explanation of where and how the property was lost.
- 2. Call (214) 670-0843 to obtain your Report Number. Inform the operator that you need a Report Number for a Lost Property Form.
- 3. Write the Service Report Number in the appropriate box (located near the top of the form on the left hand side).

PLEASE NOTE: FORMS WITHOUT A REPORT NUMBER ARE NOT OFFICIAL DOCUMENTS AND WILL NOT BE RECORDED BY THE POLICE DEPARTMENT.

- 4. Make a copy of the completed form this will be your official police report.
- 5. Mail the completed form to the following address:

Dallas Police Department Records Division 1400 S. Lamar Sr. Dallas, TX 75215 ATTN Scan Unit