AUTHORIZATION LETTER FOR THE RETURN OF PERSONAL PROPERTY

I, _____, am currently incarcerated
(Print your full name)
at _____ and am unable to pick up
(Name of correctional facility)
my property by the disposal deadline.

My case/property number is _____. I request that any and all of my

property be released to _____. I release the
(Name of the person you want your property released to).
City of Sacramento, the Sacramento Police Department, and its employees of any, and all liability.

_____ _____
Signature of property owner Date

A guard must witness the signing of this letter for it to be valid.

_____
Printed name of guard with badge number

_____
Signature of guard

_____
Phone number of facility to reach guard for verification

If the guard is unable or unwilling to fill out his/her part of the letter, this form is not valid and will not be honored. A notarized letter, at the expense of the owner, will be the only other letter accepted for the release of property to someone other than the owner.

Give this form to the person picking up your property or mail it directly to:

Sacramento Police Department
Evidence and Property Section
555 Sequoia Pacific Blvd.
Sacramento, CA 95811

Additional remarks (specifics can be listed here): _____
_____
_____
_____
_____
_____
_____
_____
_____
_____