

**Request for Release of Property Other Than Weapons**

To: Kaysville Police Department  
80 North Main Street  
Kaysville, UT 84037

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_

1. I hereby request the Kaysville Police Department release to me the following property currently in the custody of the Kaysville Police Department:

Manufacturer	Type	Description	Serial No.

- 2. I am the true owner of the listed property.
- 3. There is no lawful reason why the property should not be released to me.
- 4. I acknowledge that it is my responsibility to provide legally acceptable documentation as evidence of my ownership to the Kaysville Police Department as a condition of the release of the property to me. Such documentation shall consist of a receipt, title, bill of sale, or other paper which clearly and adequately describes the property and my ownership.
- 5. I understand and agree that I must provide the required evidence of ownership to the Kaysville Police Department and pick up the property(s) from the Kaysville Police Department and that if I fail to do so, for whatever reason, within 90 days of the date of this request, the Kaysville Police Department may at its discretion dispose of the property by destruction or other lawful means without further notice to me.
- 6. I have read and understand the information and instructions on the reverse side of this request.
- 7. My personal information is as follows (*print*):

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home ( \_\_\_ ) \_\_\_\_\_ Cellular ( \_\_\_ ) \_\_\_\_\_  
Work ( \_\_\_ ) \_\_\_\_\_

I verify that the above statements and information are true and correct.

\_\_\_\_\_  
(signature)

**Carefully read instructions and information on reverse side.**

## Instructions and Information

1. The following information is required:
  - a. “Manufacturer” – state the name of the maker
  - b. “Type” – state the nature of the property
  - c. “Description” – state descriptive details (such as color, size, model, or quantity)
  - d. “Serial No.” – must match number on property

You may attach additional pages if necessary to describe all property.

2. By signing this request, you acknowledge that it is your responsibility to:
  - a. Contact the Kaysville Police Department within 30 days of this request for confirmation that the Kaysville Police Department will release the property(s) to you and to schedule an appointment for the release which must be within 90 days of the date of this request.
  - b. Go to the Kaysville Police Department at the appointed date and time to obtain the property. If unable to keep that appointment, you must notify the Kaysville Police Department in advance for a new appointment. If you fail to keep the original or any rescheduled appointment, the Kaysville Police Department may dispose of the property without further notice to you at the end of the 90 days period.
  - c. Provide to the Kaysville Police Department the required and legally acceptable documented proof of ownership such as a receipt, bill of sale, registration certificate, or other.
  - d. Provide to the Kaysville Police Department the name of another person to whom you have transferred ownership if you are legally restricted from possessing or owning the property. That person will have to provide legally acceptable proof of ownership in order to receive the property.
  - e. Give written notice to the Kaysville Police Department of any change in your telephone number(s) or address(es).
  - f. Show to the Kaysville Police Department an official picture identification card such as current driver’s license.
  - g. Make special arrangements with the Kaysville Police Department in advance for another person to pick up the released property if you are unable to do so personally. Those arrangements must be approved by the Kaysville Police Department and include adequate and acceptable information and documentation.
3. Complete the request form **in full, date and sign it**, and deliver it to:

Kaysville Police Department  
80 North Main Street  
Kaysville, UT 84037