



DALLAS TOWNSHIP POLICE DEPARTMENT

PO BOX518 RT309, DALLAS PA 18612 ♦ (570) 674-2000 FAX (570) 675-7877

*** NOTICE ***

PROCEDURES FOR CLAIMING YOUR PROPERTY

Property Is Only Released By Appointment Only!

Contact the Evidence Custodian at:

Attention Evidence Custodian
PO Box518, Dallas PA 18612
Or
570-674-2000

Step 1:

The OWNER must present photo identification and comply with one of the following.

- Court order for return of property listing the claimant as owner.
- Sufficient description of the property to establish with reasonable certainty that the person claiming the property is the owner.

Accepted Forms of Identification

Only identification with recognizable photograph of you will be accepted. We accept driver's licenses, ID cards issued by the Department of Motor Vehicles or a military ID card.

Step 2:

If you do not have a court order, you need to complete and print the *Property/Evidence Return Form.

If you are unable to retrieve your property and need someone else to pick it up, please complete a *Notarized Release Form granting authority so that they can retrieve the property for you.

Step 3:

- **WEAPONS:** In addition to complying with Paragraph (1) and (2) above, the claimant must complete the *Gun release Form; after which a background check will be performed to ascertain the eligibility of the claimant to possess the weapon.

Step 4:

- **EVIDENCE AND STOLEN PROPERTY:** All property taken in by the Dallas Township Police Department as evidence or as stolen will be held until either:
 1. Order of the trial court for release of the evidence, or
 2. By the police officer or that is handling the incident.

* Stated forms are available to be filled out and printed from the department web site:

www.dallastwppd.org under the "Reporting" section

