



# Escanaba Department of Public Safety Lost Property Identification

**PURPOSE:**

Completing this form will assist Escanaba Department of Public Safety to identify property that has been lost/misplaced. Detailed information will assist Escanaba Department of Public Safety with the return of property to the rightful owners.

**PROPERTY DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MANUFACTURER:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**COLOR:** \_\_\_\_\_

**IDENTIFYING MARKS:** \_\_\_\_\_

**LOCATION PROPERTY WAS LOST:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

The Escanaba Department of Public Safety is collecting the above information , including personal information, for the purpose of assisting in the recovery and return of property lost/misplaced. Only Escanaba Department of Public Safety will have access to this information. Your personal details will not be disclosed to any third party without your consent unless required to do so by law.

# Escanaba Department of Public Safety

## Property Report Instruction Sheet

**PLEASE TYPE OR PRINT LEGIBLY**

Describe each article completely. Be sure to note any initials or special marks on common items such as hand tools, toolboxes, sleeping bags, etc. to aid in identification and recovery of your property.

**ALWAYS INDICATE ANY IDENTIFIABLE OR UNIQUE FEATURES**

**BICYLCES:** Boy's or Girl's model, speed and license information

**CAMERAS:** Indicate type of lens, flash attachments, other accessories

**CELL PHONE:** Make, model, color, protective case.

**FIREARMS:** Indicate pistol, rifle or shotgun, barrel length, describe grips/stocks and holster/cases, caliber, make and model number.

**JEWELRY:** Indicate type of metal, size, type & number of stones; men's, women's or children, jeweler.

**WATCHES:** Indicate men's, women's, children, type of band, movement, other features.

**TELEVISIONS:** Indicate screen size, brand, and model.

The completed Lost Property Identification form can be mailed, emailed or returned to:

Escanaba Department of Public Safety  
1900 3<sup>rd</sup> Avenue North  
Escanaba, MI 49829  
publicsafety@escanaba.org