

LOS ANGELES SCHOOL POLICE DEPARTMENT REQUEST FOR PROPERTY RELEASE

*** FILL OUT ALL KNOWN INFORMATION ***

DATE OF REQUEST	SP NUMBER FROM PROPERTY RECEIPT	
NAME OF PERSON REQUESTING PROPERTY		
REQUESTOR ADDRESS	STREET	CITY
REQUESTOR CONTACT NUMBER	ITEM NUMBERS ON PROPERTY REPORT	

PROPERTY TAKEN-DESCRIPTION

QUAN.	ARTICLE	SERIAL NO.	BRAND	MODEL NO.	MISC., COLOR, SIZE, INSCRIPTION, ETC.

PROPERTY BOOKED TO	DIVISION OF BOOKING
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THIS REQUEST DOES NOT CONSTITUTE RECOGNITION OF LEGAL TITLE TO ABOVE PROPERTY

SIGNATURE OF REQUESTOR

REASON FOR RELEASE REQUEST

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PROPERTY IS RELEASED BY APPOINTMENT ONLY

The property listed is currently under the protection of the Los Angeles School Police Department.

Requests for release of property can be completed online by visiting <https://www.lausd.org/laspd>, completing the request form, and emailing the completed form to propertyrelease@laschoolpolice.gov.

Upon receipt of the release request form, you will be contacted within fifteen (15) business days to arrange for pick up. Property is released by appointment only. Do not respond prior to your appointment date / time.