



Springdale Police Department PROPERTY RELEASE REQUEST

**INSTRUCTIONS:**

Please fill out this request and return it to the Springdale Police Department. You can hand deliver it to the front desk of the Police Station, Email it, or mail it to the address below:

PROPERTY@SPRINGDALEAR.GOV

**Springdale Police Department
Attention: Property and Evidence
201 Spring St.
Springdale, AR 72764**

An SPD Property/Evidence Room Employee will contact you when the property is ready and arrange a time for you to pick up the property or to gather any additional information if needed to process the request.

You must bring photo identification (preferably a valid driver's license) and may be required to present proof of ownership for the requested property depending on the circumstances. A Firearm Release form will also have to be completed if the item you are requesting is a firearm.

An SPD Property and Evidence Room employee can be reached by telephone at **(479) 750-8566** if additional information is needed.

Today's Date: _____ Date of Incident: _____ Report # _____
If known

Requesting Person: _____
Last First Middle

Address: _____
Street Apt. # City State Zip

Telephone Number: _____ Date of Birth: _____
Where You Can Be Reached During Business Hours

Owner of Property: _____
Last First Middle

Address: _____
Street Apt. # City State Zip

Telephone Number: _____ Date of Birth: _____
Where Owner Can Be Reached During Business Hours

Detailed Description of Property: