



Complainant/Victims will be sent verification free of charge, other applicants must send a **non-refundable** processing fee of \$15.00 (Check or Money Order – **NO CASH**) payable to the NYC Police Department with each application. All applicants must enclose a stamped self-addressed envelope. Please mail requests to: New York City Police Department, Criminal Records Section (Verification Unit), 1 Police Plaza, Room 300, New York, NY 10038.

1. Exact location where crime / loss took place			* Precinct of Occurrence
2. Date reported to Police	Time (if known)	This report concerns: <input type="checkbox"/> Crime <input type="checkbox"/> Other (describe) <input type="checkbox"/> Lost Property	
3. Full name and address of complainant/victim as reported to Police Department			

INSTRUCTIONS: In order to find this record you **MUST** furnish all information requested above, particularly the complaint number and precinct of record (Occurrence). Verification of your request cannot be made without this information. The complaint number may be obtained by calling the precinct or detective squad concerned during the hours of 9 a.m. to 5 p.m. **Submit Two Copies of This Form.**

FOR POLICE DEPARTMENT USE ONLY

FOLLOWING IS A VERIFICATION OF THE ABOVE REQUEST

MOTOR VEHICLESCURRENCYJEWELRY

FURS – CLOTHING

FIREARMSOFFICE EQUIPMENT

T.V., RADIOS, CAMERAS, ETC.

HOUSEHOLD GOODS

CONSUMABLE GOODS

MISCELLANEOUSBRIEFLY DESCRIBE MANNER OF CRIME / LOSS OF PROPERTY

Alarm No.	Report verified by (print title, name/sign)	Date