



**PROPERTY RECOVERY FORM**  
**CITY of CAPE GIRARDEAU**

POLICE DEPARTMENT, 339-6621, 40 S. SPRIGG – CAPE GIRARDEAU, MO 63701

OFFICE USE ONLY  
 Submission Date:

Please complete this form and return it to the Police Department with your request.

**Owner Information**

Owner Name (Last)		(First)	(Middle)
Street Address		City, State	Zip
Sex	License Number	License State	
Birthdate	SSN	Primary Phone	Complaint Number or Officer's Name

**Property Information – Please briefly describe below the property you are wishing to recover and include any make, model, or serial numbers if available**

**Why a Property Recovery Form:**

The Property Recovery Form is used to ensure that your property is returned to the rightful owner in a timely fashion and at a time during the day that is convenient for you. This process will decrease the time you have to wait in the lobby of Police HQ and in most cases your property will be ready for immediate pick-up upon your arrival.

**How it works:**

We ask that you completely fill out the boxes provided above and the description of the property you are attempting to reclaim. In the event that a box does not pertain to you, simply mark it with a "N/A". This information will aid the Evidence Division in locating your property and will help eliminate any delays. Once the Property Recovery Form is completed, you will return the form to the Cape Girardeau Police Department front desk at which time it will be forwarded to the Evidence Division. Once the Evidence Division has processed the request, you will receive a phone call notifying you that your property is available and a specific time for pick-up will be determined at that point.

**What is required when you come to pick up your property:**

- A Government Issued form of Identification
1. MO Driver's License/MO ID Card
  2. State Driver's License/State ID Card
  3. Passport
  4. Military ID