



City of Virginia Beach

Department of Police / Property & Evidence
2509 Princess Anne Road, Building #11
Virginia Beach, VA 23456-9064
757-385-4578

Authorization to Mail Property and Release of Liability

This form must be filled out in its entirety *and notarized*. Please write legibly.
Mail completed form and a photocopy of a government-issued photo ID to address above.

Date: _____

Name (Last, First, MI): _____

Address: _____

City, State, Zip: _____ Email: _____

Home Phone: (____) _____ Other Phone: (____) _____

If known: Report Number: _____ Voucher Number: _____

Item(s) of Property: _____

* * * * *

I, _____, authorize the Virginia Beach Police Department to mail the
above listed property to the following address: _____

_____. I hereby release the City of Virginia Beach and the
Virginia Beach Police Department from any and all liability associated with mailing/shipping such
property, including but not limited to any damage or loss of said property.

Print name: _____ Signature: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Signature: _____ Commission Number: _____

My commission expires: _____