

COMPLAINANT CONTACT FORMS

POSTCARD

DATE _____ CASE NO. _____

On _____ 19 _____ you reported the theft of _____
to the _____ Police Department. Presently, this case is held in our active files.

Please check appropriate statement below and return this card to our department within 5 days.

_____ I have recovered the item(s).
 _____ I have not received the item(s).
 _____ I have additional information. Please call me at phone: _____

_____ NAME _____ ADDRESS _____

Officer _____

TELEPHONE

Stolen Vehicle Validation _____ Police Department		R.D. No .		VALIDATION DATE	
NAME OF OWNER				HOME PHONE	
OWNERS ADDRESS				BUSINESS PHONE	
VEH. YR	MAKE	MODEL	VIN	DATE REPORTED STOLEN	
VEH. RECOV'D [] YES [] NO		DATE RECOV'D	IF RECOV'D HOW NOTIFIED [] POLICE [] OTHER		VEH INSURED [] YES [] NO
IF INSURED – NAME OF INSURANCE CO.				REIMBURSEMENT MADE [] YES [] NO	
ADDRESS OF INSURANCE CO.					
COMMENTS:					
SIGNATURE OF INVESTIGATOR				STAR NO.	
SIGNATURE OF SUPERVISOR				STAR NO.	

LETTERS

DATE: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

RE: _____

ACCORDING TO OUR FILES, THE ABOVE ITEM(S) WERE REPORTED STOLEN ON _____, 19____. (COMP# _____)

OUR RECORDS INDICATE THE ITEM HAS NOT BEEN RECOVERED.

WITHIN FIVE (5) DAYS OF RECEIVING THIS LETTER, PLEASE RETURN THIS LETTER TO OUR DEPARTMENT WITH THE CORRECT INFORMATION. THIS INFORMATION IS NEEDED TO UPDATE THE FILE.

_____ THE ITEM IS STILL STOLEN/MISSING. PLEASE RETAIN THE ENTRY. AS THE OWNER, I AM STILL WILLING TO RETRIEVE THE ITEM WHERE FOUND.

_____ THE ITEM IS STILL STOLEN/MISSING, BUT IS NO LONGER WORTH IT TO RETRIEVE IT. PLEASE CANCEL ENTRY.

_____ THE ITEM HAS BEEN RECOVERED. PLEASE CANCEL ENTRY.

APPROXIMATE DATE RECOVERED: _____

_____ THE ITEM HAS BEEN PAID FOR BY MY INSURANCE COMPANY.

NAME OF INS. CO. _____

ADDRESS _____

POLICY# _____

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,
POLICE DEPARTMENT/SHERIFF'S DEPARTMENT

VALIDATIONS/QUALITY CONTROL OFFICER

DATE

TO:

REF:

DEAR _____:

WOULD YOU PLEASE ADVISE THIS AGENCY IF THE ABOVE ITEM IS STILL CONSIDERED STOLEN OR IF IT HAS BEEN RECOVERED. WE NEED THIS INFORMATION TO UPDATE OUR FILES. IF WE DO NOT RECEIVE A REPLY WITHIN 20 DAYS, IT WILL AUTOMATICALLY BE REMOVED FROM THE STOLEN PROPERTY FILES.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

—
SHERIFF'S DEPT./POLICE DEPT.