# HELENA POLICE DEPARTMENT

**EVIDENCE/PROPERTY RELEASE REQUEST**

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| **Please complete this form to the best of your ability. Once the form is completed, either drop it off at the Law and Justice Center or email to rdickie@helenamt.gov. Once approved, you will receive a call from the HPD Evidence Technician to schedule an appointment.**  **Forms are also available online at:**  [**https://www.helenamt.gov/government/departments/policedepartment/forms-permits**](https://www.helenamt.gov/government/departments/policedepartment/forms-permits)  **\*Property release days are Tuesday and Thursday from 9-4\*** |

## **PERSONAL INFORMATION**

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| --- |
| **NAME** |
| **LAST: FIRST: MI: DOB:** |
| **ADDRESS** |
| **NUMBER: STREET: UNIT/APT:** |
| **CITY: STATE: ZIP:** |
| **PHONE/EMAIL (please provide both)** |
| **HOME: CELL: EMAIL:** |

## **CASE INFORMATION**

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| --- |
| **TYPE OF CASE** |
| **(Choose one) FELONY: or MISDEMEANOR: CASE #:** |
| **RELATIONSHIP TO CASE (check one)** |
| **VICTIM: SUSPECT: OTHER (describe):** |
| **PROPERTY DISPOSITION REQUESTED (check one)** |
| **RETURN: RELEASE TO OTHER (designate):** |

## **FOR ATTORNEY USE ONLY**

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| --- |
| **STATUS OF CASE (check one)** |
| **PENDING: NO ACTION: DISMISSED: GUILTY: ACQUITTED:** |
| **ATTORNEY SIGNATURE DATE** |
|  |

**OVER**

## **PROPERTY INFORMATION**

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| --- |
| **ITEM 1 (complete all that apply)** |
| **Item Type:** |
| **Make/Brand: Model:** |
| **Color: Serial Number:** |
| **Other Descriptors:** |
| **ITEM 2 (complete all that apply)** |
| **Item Type:** |
| **Make/Brand: Model:** |
| **Color: Serial Number:** |
| **Other Descriptors:** |
| **ITEM 3 (complete all that apply)** |
| **Item Type:** |
| **Make/Brand: Model:** |
| **Color: Serial Number:** |
| **Other Descriptors:** |
| **ITEM 4 (complete all that apply)** |
| **Item Type:** |
| **Make/Brand: Model:** |
| **Color: Serial Number:** |
| **Other Descriptors:** |
| **ITEM 5 (complete all that apply)** |
| **Item Type:** |
| **Make/Brand: Model:** |
| **Color: Serial Number:** |
| **Other Descriptors:** |

**\*Use another form for additional property\***

**Requestor sign here**

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