VERIFICATION OF CRIME/
LOST PROPERTY
PD 542-061 (Rev. 09-06)

Do Not Detach — Submit In Duplicate

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.

* Complaint Number	Precinct of Report	FOR USE BY CRIMINAL RECORDS SECTION
Mail Record To:		
(Print or Type)		
		Applicant's File No.

1. Exact location where crime / loss took place | * Precinct of Occurrence

2. Date reported to Police	Time (if known)	This report concerns: ☐ Crime ☐ Other (describe) ☐ Lost Property

3. Full name and address of complainant/victim as reported to Police Department

Date and Time of Crime / Loss of Property (if different than date of report)	DATE	TIME	Name of officer who received your report, if known.

Any additional information which may aid in searching for your record

* **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. **Do Not Detach — Submit In Duplicate.**

Applicant's Signature	Date	Name and address of insurance company	Date

FOR POLICE DEPARTMENT USE ONLY

FOLLOWING IS A VERIFICATION OF THE ABOVE REQUEST

MOTOR VEHICLES

CURRENCY

JEWELRY

FURS – CLOTHING

FIREARMS

OFFICE EQUIPMENT

T.V., RADIOS, CAMERAS, ETC.

HOUSEHOLD GOODS

CONSUMABLE GOODS

MISCELLANEOUS

BRIEFLY DESCRIBE MANNER OF CRIME / LOSS OF PROPERTY

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