



VERIFICATION OF CRIME/LOST PROPERTY
 PD 542-061 (Rev. 0J-16)

Requests from complainants/victims or their authorized representative will be completed free of charge. Requests received from any other party must be accompanied by a **non-refundable** processing fee of \$15.00 (Check or Money Order — **NO CASH**) payable to the NYC Police Department. Complainants/Victims designating an authorized representative must also complete and submit a notarized AUTHORIZATION LETTER [page 2]. 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 303, New York, NY 10038. In order to find this record you **MUST** furnish all information requested below, 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 7 a.m. to Midnight.

FOR USE BY NYPD

* Complaint Number	* Precinct of Report	Exact location where crime took place
Mail Record To: (Print or Type)		Full name and address of complainant/victim as reported to Police Department
Date reported to Police	Time (if known)	This report concerns: <input type="checkbox"/> Crime <input type="checkbox"/> Lost Property <input type="checkbox"/> Other (describe)
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

Applicant's Name	Applicant's Signature	Date
------------------	-----------------------	------

FOR POLICE DEPARTMENT USE ONLY – DO NOT WRITE BELOW THIS LINE
THE FOLLOWING IS A VERIFICATION OF THE ABOVE REQUEST INCLUDING PROPERTY INVOLVED

	Raised seal required for validation

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

**LETTER OF AUTHORIZATION FOR VERIFICATION OF CRIME/LOST PROPERTY REQUEST
(Only complete if designating an authorized representative)**

Complainant/Victim's Name: _____

Address: _____

Date of Occurrence: _____

Precinct of Occurrence: _____

Location Crime/Loss Occurred: _____

Name of Authorized Representative: _____

Authorized Representative's Address: _____

*To: New York City Police Department, Criminal Records Section (Verification Unit)
1 Police Plaza, Room 303, New York, NY 10038*

This letter confirms my designation of the individual or firm listed above as my authorized representative to act on my behalf for the sole purpose of requesting crime/lost property information from the New York City Police Department in connection with the above-captioned occurrence and the accompanying completed Verification of Crime/Lost Property (PD 542-061) form. My authorized representative is hereby granted the right of access to information and the right to act as my agent regarding this request, and all communications sent by the New York City Police Department in regards to this request should be directed to the attention of the authorized representative. However, this does not preclude my intervention at a future date, and this authorization may be revoked, in writing, by me at any time.

I understand that when releasing information to the authorized representative, the New York City Police Department has no authority to control the future use or dissemination of this information. Therefore, I release the New York City Police Department, the City of New York and any officers, agents, or employees, thereof, from any and all liability that may arise out of the authorized representative's possession and the use of the information and records.

This written authorization is effective the date signed and will remain in effect until the request has been completed or the authorization is revoked by me, in writing, whichever occurs first.

Complainant/Victim's Name *(Please Print)*

Date

Complainant/Victim's Signature

STATE OF NEW YORK
SS.:
COUNTY OF

On the _____ day of _____ in the year 20 ____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Signature

[Affix Notary Stamp]