



CITY OF West Linn

Case #: _____

NOTICE TO CLAIM AND PICK-UP PROPERTY

You have been identified as the owner of the property attached to this notice. This notice advises that you, or someone that you authorize, must claim and pick-up the property. If the property is not picked-up, the West Linn Police Department will consider the property abandoned by you. The property will be disposed of within 30 days of the date of the notice.

To PERSONALLY claim and pick-up property:

1. Make an **appointment** to pick-up the property with the West Linn Police Department, property unit at 503-655-6214 (option 2) between the hours of 08:00 a.m. and 04:00 p.m., Monday-Friday (excluding holidays). Have your case number available when scheduling your appointment.
2. **Bring** to the appointment: This notice and a state issued photo ID.

To AUTHORIZE ANOTHER PERSON to claim and pick-up property for you:

1. Fill out the **authorization form** below, giving your permission for another person to pick-up the property on your behalf.
2. **Notarize** your signature: If you are a jail inmate, you may have your signature witnessed by a Corrections Officer instead of a notary.
3. Make an **appointment** to pick-up the property with the West Linn Police Department Property Unit at 503-655-6214 (option 2) between the hours of 8:00 a.m. and 4:00 p.m., Monday-Friday (excluding holidays). Have your case number available when scheduling your appointment.
4. **Bring** to the appointment: Government issued photo ID and this completed **notarized** authorization form (see next page).

AUTHORIZATION TO ALLOW ANOTHER PERSON TO CLAIM AND PICK-UP PROPERTY

I hereby **authorize** (print name) _____

to Claim and pick up my property from the West Linn Police Department.

Signed: _____
 Name Signature Date

For Incarcerated Claimants

Corrections Officer Name and Signature:

Signed: _____
 Name Signature Date

For All Other Claimants

Notary Attestation

State of _____

County of _____

Signed (or attested) before me on (date) _____ . 20 _____ by

(name(s) of individual(s)) _____

Signature of Notarial Officer

Official Stamp

Document Description

This certificate is attached to page _____ of a _____ (title/type of document),
dated _____, consisting of _____ pages.