VOLUSIA SHERIFF'S OFFICE

Safekeeping Property Owner Wishes to Claim Notice*

Volusia Sheriff's Office Evidence Section – 3887 Tiger Bay Rd – Daytona Beach, FL 32124

VOLUSIA SHERIFF'S OFFICE CASE NUMBER _____ **DATE** _____

_____ OWNER'S INITIALS — I AM THE OWNER OF THIS PROPERTY AND HAVE BEEN PROVIDED WITH THE INFORMATION CONTAINED IN THIS DOCUMENT. I UNDERSTAND MY OBLIGATION TO CLAIM MY PROPERTY WITHIN THE TIME PERIOD LISTED.

OR

_____ DEPUTY'S INITIALS — THE OWNER OF THIS PROPERTY HAS BEEN PROVIDED WITH A COPY OF THIS DOCUMENT; THEY EITHER REFUSED TO INITIAL ABOVE OR WERE UNABLE TO DO SO.

The Volusia Sheriff's Office is holding in trust property in which you are the identified owner, for safekeeping. Our Deputy was unable to immediately return the property to you when they came into possession of it; and therefore, pursuant to VSO's General Orders GO-083-01, the agency will retain custody of the property for **90 days** to allow adequate time for you to collect it before we proceed with the disposal process, if unclaimed. If you were arrested, the 90-day holding period begins the date of your initial release, extradition, or transfer to state prison; otherwise, it begins the date our agency came into custody of your property. If you fail to make a claim upon release, the holding period will not be extended.

Please ensure that your intent to collect this property is made known to the Volusia Sheriff's Office Evidence Section within 90 days by either contacting the Evidence Section at (386) 258-4080, Monday through Friday from 8am-4:30pm, excluding holidays, or mailing a signed notarized letter of your intent. An appointment for the release of your property can be set when you or your authorized designee call to schedule one. Furthermore, you may elect to authorize a third party to collect your property on your behalf if you are unable to present yourself in person; if so, please complete all the information in the box below, have it notarized, and return it to us via mail prior to their appointment, or via the authorized third party:

I, the affiant, am the lawful owner of the personal property listed in this notice under Volusia Sheriff's Office case _____. I am unable to claim this property in person within the 90-day period as directed, so I authorize _____ to collect the property on my behalf. I hold harmless the Volusia Sheriff's Office of any liability in connection with the transfer of my listed property to my authorized designee listed herein.

(LIST THE VSO CASE NUMBER HERE)

(LIST THE FULL NAME AND CONTACT INFORMATION OF YOUR DESIGNEE HERE)

_____ MY PRINTED NAME

_____ MY SIGNATURE (COMPLETE IN THE PRESENCE OF THE NOTARY)

This portion of this form will not be valid unless notarized below.

NOTARY PUBLIC SECTION

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence OR ☐ online notarization, this _____ (DAY) day of _____ (MONTH), _____ (YEAR),

(↑ MUST CHECK ONE OF THESE TWO OPTIONS ↑)

by _____ (AFFIANT NAME).

_____ Signature of Notary Public – State of Florida

_____ Print, Type, or Stamp Commissioned name of Notary Public

☐ Personally known OR ☐ Produced Identification _____ TYPE OF IDENTIFICATION PRODUCED

(↑ MUST CHECK ONE OF THESE TWO OPTIONS ↑)

*Instructions listed on this form do not apply to medications, firearms, or other prohibited or regulated items. The owner must contact the VSO Evidence Section for further information regarding requests for the return of firearms, ammunition, or other regulated items. Drugs and prohibited items will be quarantined and disposed of according to Statute.