



# PALO ALTO POLICE DEPARTMENT

## Citizen's Property Loss Report Instructions

ITEM#	QTY	BRAND/MAKE	MODEL	SERIAL# (*)	TOTAL VALUE	DESCRIBE ITEM	PREVIOUSLY REPORTED?
#1	#2	#3	#4	#5	#6	#7	#8

1. Begin with number one and so on. Only list identical items on the same line, if there is no serial number. **Items with serial numbers must be listed as separate items.**
2. Indicate the number of items that were lost or stolen. See above for identical items.
3. Indicate the brand or make of your item.
4. Indicate the model name or number.
5. Serial numbers are sometimes a combination of letters and numbers or just numbers. **To avoid confusion, please indicate the number zero by using marking a line through it (Ø). Indicate the letter O without the line.**
6. Indicate the value of the item. If more than one identical item was lost or stolen, list the total value of all similar items combined.
7. Describe the item in detail. This is especially important for jewelry. If your item had specific distinguishing characteristics like engravings, damage, or marks, please include this information. For jewelry include carat weight, number of stones, type of cut, and color and type of metal.  
*Example: 24K yellow gold ring with three 1/2 carat diamonds in a cluster.*
8. Indicate with *Yes* or *No* if the item was previously reported in the original or supplemental reports to the Palo Alto Police Department. If the item *was* previously reported, then circle any field that contains new information.

Please sign the bottom of the Citizen's Property Loss Report. By signing the bottom of the form you are affirming under penalty of perjury that the items you are listing are in fact lost or stolen.

If for some reason, you discover that an item that you have listed is not in fact lost or stolen, please immediately contact the Palo Alto Police Department at (650) 329-2406 so that the item can be removed from the report.

Mail or bring the completed form to the following address:

Palo Alto Police Department  
 Attn: ODE  
 275 Forest Ave.  
 Palo Alto, CA 94301

*\*Hints to find Serial Numbers:*

**Bicycles:** Where did you purchase the bike? Depending on cost, vendor may have kept a record, including the serial number. If licensed in Palo Alto, we should have the record and usually includes serial numbers. **Computers:** Many well-known computer companies keep a record, especially if you registered it. **Cell phones or iPhones:** Your cell service has a record of the serial numbers. **GPS Units:** Check packaging material or find out if you registered the product. **Ipods:** If you registered your Ipod, Apple may keep a record of the serial number. (Rev. 10-08)



**PALO ALTO POLICE DEPARTMENT**  
**Citizen's Property Loss Report**

Name \_\_\_\_\_ Date \_\_\_\_\_ Case No. \_\_\_\_\_ *Please see reverse*

Address: \_\_\_\_\_ *for instructions.*

Phone# \_\_\_\_\_

ITEM#	QTY	BRAND/MAKE	MODEL	SERIAL #	TOTAL VALUE	DESCRIBE ITEM	PREVIOUSLY REPORTED?
<i>EX.</i>	<i>1</i>	<i>Sony</i>	<i>Viao</i>	<i>S3Z4A</i>	<i>\$900</i>	<i>black laptop</i>	<b>NO</b>

By signing this form, you are affirming under penalty of perjury that the items you are listing are in fact lost or stolen.

X \_\_\_\_\_

Mail or bring the completed form to the following address:

Palo Alto Police Department  
 Attn: ODE  
 275 Forest Ave.  
 Palo Alto, CA 94301  
 FAX (650) 326-3819