



CIRCUIT ATTORNEY
CITY OF ST. LOUIS

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PROPERTY RELEASE PROCEDURES AND INFORMATION

Please read and complete lines 1 through 8 of the attached **Property Release Form** for individual requests. Law Enforcement Agencies will complete lines 9 through 12. The completed form can be mailed, emailed (*see address below*) or turned in in-person. If you do not have the information relative to your case, please obtain such information before submitting the form. ***All requests must be made in writing, no phone request will be accepted.***

In order to process your request for the return of a seized property, the **Property Release Form must be completely filled out and returned with PROOF OF OWNERSHIP**. Missing information may result in the delay of processing your request and may even result in the inability to locate your case and/or property. ***No request will be processed without proof of ownership.***

Properties where cases are still pending cannot be released thus requests will not be submitted for review until after final disposition. A release letter can take several months as each case is thoroughly researched prior to it being reviewed by an attorney on staff.

In cases where a property is approved and can be released, a Release Letter will be provided by the Circuit Attorney's Office by mail. The notification will contain instructions directing you to contact the proper agency, the St. Louis Police Department, or the Sheriff's Office to complete any requirements they may have for the release and return of your property. In cases where a request is denied you will receive a letter by mail.

If you changed your address after submitting the application, please notify the Circuit Attorney's Office by completing and submitting the Address Change Form. Failure to do so will result in the delay of getting your property or disposal of said property per Court Order.

If you have questions that are relative to the completion of the attached **Property Release Form** call 314-589-6271 (Tenicia Newson). **Refrain from calling to check on the status of your request. Everything that can be done will be done and calling to check on the status of your request will not speed up the process.** This process is very time consuming and you will be notified by mail upon completion.

Thank you in advance for your cooperation in this matter.

Mail/E-Mail completed form and proof of ownership to:

Office of the Circuit Attorney
ATTN: Property Officer
1114 Market Street, Room 401
St. Louis, MO. 63101

E-Mail: newsont@stlouiscao.org

PROPERTY RELEASE FORM

Lines 1 through 8 must be completed by owner and form must be signed and dated.

1. POLICE REPORT NUMBER _____
2. VICTIM _____ DEFENDANT _____
3. PERSON MAKING REQUEST _____
4. OWNER OF PROPERTY _____ PHONE _____
5. **PROPERTY REQUESTING WITH PROOF OF OWNERSHIP** _____

6. DATE OF BIRTH _____ SSN _____
7. ADDRESS _____

8. SIGNATURE _____ DATE _____

LAW ENFORCEMENT AGENCIES ONLY

9. REASON FOR REQUEST - CRIMINAL INVESTIGATION _____ RETURN TO OWNER _____
10. REQUESTING OFFICER, DEPARTMENT & ADDRESS _____

11. ORIGINAL POLICE REPORT NUMBER & COPY OF REPORT _____
12. PROOF OF OWNERSHIP _____

BELOW TO BE COMPLETED BY THE CIRCUIT ATTORNEY'S OFFICE

- COURT CASE NUMBER _____
- CHARGES _____
- ARREST DATE _____
- CASE DISPOSITION _____
- LIMS/TRACKER NUMBER _____
- LOCATION OF PROPERTY _____
- ATTORNEY _____
- ADDITIONAL INFORMATION _____



Address Change Form

Please change the following personal information

Requestor Name

Former Address

Telephone Number

New Information

New Address

Effective Date

Printed Name

Requestor Signature

Please mail, email or return this form to the following address:

Office of the Circuit Attorney
ATTN: Property Officer
1114 Market Street, Room 401
St. Louis, MO. 63101

E-Mail: newsont@stlouisco.org