

CLAY COUNTY
SHERIFF'S OFFICE

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Sheriff



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Evidence and Property Divison

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PROPERTY RELEASE PROCEDURES

Section I. PROPERTY RELEASE PROCEDURE

Section II. IMPOUNDED VEHICLE RELEASE

Section III. GUN RELEASE PROCEDURE

Section I. Property Release Procedure

- 1. Picture identification required – Valid state driver's license or state identification card only.**
- 2. If the property requested for release is held for evidence you will need to obtain a release from the investigative detective who placed the evidence hold on the property.**

- 3.** If you are not shown on the report as the owner of the property you will need to show proof of ownership.
- 4.** If you are picking up property for the owner you must have a notarized letter from the owner giving you permission to act on their behalf.
(NOTE: Item 3 must be satisfied)
- 5.** PICK-UP times must be scheduled in advance.

Section II. Impounded Vehicle Release

- 1.** Vehicle title or current registration. (can be retrieved from the vehicle if necessary)
- 2.** If vehicle was purchased more than 30 days ago and the title/registration is not yet completed the vehicle will not be released. The new owner must register it at the DMV first and bring in the new paperwork.
- 3.** If the vehicle was purchased within the last 30 days a signed title and a notarized bill of sale is required.
- 4.** Picture identification required – Valid state driver's license or state identification card only.
- 5.** Valid driver's license required if driving vehicle away. If owner does not have a valid license then

- he/she must be accompanied by someone who does.
- 6.** To retrieve a vehicle on behalf of the owner you must have signed and notarized letter authorizing you to pick up the vehicle. The notarized letter must identify the vehicle by make, model, year and VIN.
 - 7.** Vehicle releases are available Monday – Friday from 8:00am to 5:00pm.

Section III. Gun Release Procedure

- 1.** Gun release requires the owner to contact the Clay County Sheriff's Office evidence and property division for a 24 hour criminal history check prior to the release of any weapon.
- 2.** Picture identification required – Valid state driver's license or state identification card only.
- 3.** You will need all paperwork concerning the ownership, transfer and purchase of the weapon. (permits and sales receipts)
- 4.** No weapon will be released to convicted felons or their advocate. Convicted felons attempting to claim a weapon will be reported to the Bureau of Alcohol, Tobacco, and Firearms.