



HUNTER COLLEGE DEPARTMENT OF PUBLIC SAFETY
LOST & FOUND PROPERTY FORM



PLEASE READ:

Due to the high volume of requests submitted to Lost & Found, you will **ONLY** be contacted if your item is turned in. If we do not contact you, it means your item was **NOT** turned into the Lost & Found.

(PLEASE PRINT CLEARLY)

NAME: _____ DATE LOST: _____

BUILDING/LOCATION LOST: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

Description of Item: Provide as much detail as possible, such as color or identifying marks. If the item is a cell phone, electronic device or USB drive please provide brand and model name.

LOST & FOUND POLICY: Clothing will only be held for 7 days due to health reasons.

All other items will be held for 60 days.

All Lost & Found Property forms will be held for 60 days.

SIGNATURE: _____ TODAYS DATE: _____

If this request is in connection with a crime, please come to the below listed location or contact us at the number provided:

Hunter College Department of Public Safety

695 Park Avenue, WB-122, New York, New York, 10065 (212) 772-4444