



# 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