

# Mandatory Fields in Lost Property Police Reports

Field Name	Description / Required Information
Report Number	Unique identification number assigned to the report.
Date and Time of Report	Date and time when the report is filed.
Complainant's Full Name	Person reporting the lost property.
Complainant's Contact Information	Phone number, email address, and/or residential address.
Date and Time of Loss	Approximate date and time when the property was lost.
Location of Loss	Specific place/address where the property was lost.
Description of Lost Property	Type, make, model, color, distinguishing features, and estimated value.
Serial Numbers or Unique Identifiers	Applicable for electronic items, jewelry, vehicles, etc.
Details of Circumstances	Explanation of how the property was lost, including relevant events or observations.
Declaration by Complainant	Signed statement attesting the information provided is true and accurate.
Officer Receiving Report	Name, badge number, and signature of the officer handling the complaint.
Police Station Details	Name and address of the police station where the report is filed.

## Important Notes:

- Ensure all information provided is accurate and complete to avoid delays in processing.
- Keep a copy of the report for reference and future follow-up.
- False reporting is an offense and can result in legal consequences.
- Providing serial numbers or unique identifiers increases the chances of recovery.
- Immediate reporting is advised for prompt investigations and record-keeping.