

Comprehensive Lost Property Police Report Outline

I. Report Details

Date of Report:

Report Number:

Reporting Officer Name & Badge No.:

II. Reporting Person Information

Full Name:

Date of Birth:

Contact Number:

Address:

ID Presented (Type/No.):

III. Incident Details

Date & Time of Incident:

Location of Incident:

Type of Location (e.g., public transport, street, building):

How Property Was Lost:

IV. Description of Lost Property

Item(s):

1. Description:

Brand/Model/Color:

Serial/ID Number:

Distinctive Markings:

2. Description:

Brand/Model/Color:

Serial/ID Number:

Distinctive Markings:

Estimated Value:

V. Witness Information (if any)

Name:

Contact Details:

Statement:

VI. Actions Taken

Initial Actions:

Further Steps/Recommendations:

VII. Declaration & Signature

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Reporting Person Signature:

Date:

Important Notes

- Ensure all details are complete and accurate before submission.
- Attach any supporting documents, receipts, or photographs if available.
- False reporting may result in legal consequences.
- Keep a copy of this report for your records and future reference.

- Report lost items to relevant authorities (e.g., transport providers) as applicable.