



## Instructions for completing this form

This form should be used to report any additional items that were stolen, but were not included in the original crime report. Do not include damaged property – only items that have been stolen.

**Print legibly** – use a Number 2 pencil, or a pen with black ink. **Do not use blue ink.**

**Report #** - also called a “DR number. This would be provided by the officer who took the original report.

**Date of Loss** – when did the crime occur? If not sure which date, select the first possible date.

**Today’s Date** – Enter the date you filled in this form.

**Location** – where did the crime occur? This may be different than your address.

**Name of Victim** – enter the name of the victim. If multiple victims, list the first one from the original crime report.

**Address** – Enter the victim’s address.

**Contact Phone Number** – enter the best phone number if the investigator needs to contact the victim with questions.

**When entering the item description (follow the example on line 1) -**

**Qty** – list the number of identical items (e.g. **4** tires). If listing US Currency, leave this field blank

**Serial Number** – this is the most important information you can provide.

**Article** – What kind of article was stolen (TV, Radio, Tire, Necklace, etc.)

**Brand** – Enter the brand name of the article (if applicable)

**Model Number** – write down the actual model number of the article

**Other description** – Enter any other information that would help to identify the item. Point out any damage or unique characteristics the item may have that would make it easier to recognize. These could include burn marks, inscriptions, etc. If you need to, continue the description on additional lines. For jewelry, identify if it is made for men or for women. For guns, include the type (revolver, semi-automatic, shotgun, etc.), caliber, type of grips, barrel length and finish (blue steel, chrome, etc.) if known.

**Value** – Use fair market value. Do not list the original value for a used item. Antiques should be valued at their appraisal but coins should be valued at face value only. Foreign coins have no value for the purpose of this report. Values listed on this report are not necessarily the insured or replacement value.

**Sign and date the document.** It will not be processed without a signature and date.

When completed, you can bring the report into the station, mail the report, or fax it. The mailing address is:

Downey Police Department  
ATTN: Records  
10911 Brookshire Avenue  
Downey, CA 90241

The Fax number is (562) 904-2384