



Property Release Form Lost & Found

Directions: This form and information will be used to authorize release of lost property to its owner. Please complete the information requested and return via **fax 703-417-0635** or **email DCALostandFound@mwa.com** along with a copy of photo identification.

Property Information:

Date Lost:		Airport Reference/Tag #	
Location Lost:			
Description: (Include unique features: color, size, etc.)			
Model #		Serial #	

Original Owner Information

Name	
Ship to Address	
Contact Number: (daytime)	
Email Address (optional)	

Return Options

Option A: (items under 5 lbs)	<input type="checkbox"/> Return via U.S.P.S. <input type="checkbox"/> Certified mail/return receipt (signature required)
Option B: Return Via Fedex:	<input type="checkbox"/> I agree to pay for the shipping at my expense. Fedex Account # _____ 1-800.GoFedEx (1.800.463.3339) or www.fedex.com/us <u>Package Service:</u> <input type="checkbox"/> Next Business Morning <input type="checkbox"/> Two-Day <input type="checkbox"/> Standard Overnight <input type="checkbox"/> Three-Day (express saver) <u>Special Handling & Delivery Signature Options:</u> <input type="checkbox"/> No Signature Required <input type="checkbox"/> Direct Signature <input type="checkbox"/> Indirect Signature (neighboring address) <input type="checkbox"/> Insurance: Total Declared Value \$ _____
Option C: Designee Pick-up (Designee must provide photo id upon pick-up)	Designee's Name: _____ Relationship to owner: _____ Designee's Contact Number: _____

Pick-up Location: Reagan National Airport, Terminal A, Room M-160 (across from USO).
Hours of Operation: Monday-Friday (excluding Federal Holidays) 7:30 a.m. – 4:00 p.m.
Lost and Found Office: 703-417-0110

Authorization to Release items

Owners Signature		Date:	
-------------------------	--	--------------	--