



# Tulsa Police Department

## Evidence & Property Room

### How do I Pick up my Property?

Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_

**1. We are appointment ONLY.**

- Please contact us first to inquire on the Hold status of your property (ex: Owner Pickup vs Evidence).
- By emailing [PropertyRoom@CityofTulsa.org](mailto:PropertyRoom@CityofTulsa.org) (quickest method of return)
- By calling 918-596-9355, you may need to leave a message.
- We need the following information:
  - Provide the owners full name and date of birth.
  - Provide how we received the property and when.
  - TPD incident number or Property Receipt number.

**NOTE: If a portion of your property is being held as 'evidence' in a court case, we cannot release those items until the District Attorney's Office has approved a Disclaimer, stating they no longer need those items for court.**

**2. Additional information to know:**

To claim property, you must come in person at your appointment time and present a photo ID.

If you are picking up another person, you must have an original signed, notarized letter authorizing the release from that person. If they are in DLM, please contact Rhonda at 918-596-8872 to schedule an appointment.

Items being held for 'Owner Pick up' will only be stored and held for **90 days**. Unclaimed property is only held for 90 days and will then be placed on a court order and forfeited.

If you are inquiring about a firearm, you may need to provide proof of ownership. Once ownership has been established and there is no 'Evidence Hold', you will be required to fill out a background check which requires a current State ID.

Items placed on a court order is either destroyed or sent out for auction administered by the City of Tulsa Finance Department. The time and date of the auction is set by the Finance Department. Interested persons can consult the City of Tulsa website for that information.

Stolen, recovered property; It is difficult, if not impossible, to return stolen property to the rightful owner without a serial number or unique identifying number.

**NOTE: It is the officer's discretion as to whether evidence is still needed in their investigation and what items are eligible for release.**

**We are appointment ONLY**  
**Monday – Thursday**  
**8:30- 11:30am & 12:30 -3:30pm**  
**Fridays**  
**8:30-11:30 ONLY**

Tulsa Police Department Property Room  
OSU Health Service Center  
1111 W. 17<sup>th</sup> Street (17<sup>th</sup> & SW Blvd)  
Across the street from the Credit Union on 17<sup>th</sup> Street

Phone# 918-596-9355

[PropertyRoom@cityoftulsa.org](mailto:PropertyRoom@cityoftulsa.org)