

## INSTRUCTIONS: How to Fill Out the Lost Property Report

INSTRUCTIONS:	<p>(1) Address of the property owner</p> <ul style="list-style-type: none"><li>▪ If you stay at someone else's residence, write the main occupant's name with "C/O."</li><li>▪ If you live in an apartment, write the name of the building and room number.</li><li>▪ If you give your workplace as Address, include the name of the building, floor number, name of the company, department in the address.</li></ul> <p>(2) Phone number of the property owner</p> <p>Write your home phone, work phone and other contact phone numbers available.</p> <p>(3) Date &amp; Time of Loss</p> <p>Fill in both "FROM (date/time last seen)" and "TO (date/time discovered missing)."</p> <p>(4) Location of Loss</p> <p>Provide information as specifically as possible, such as the area name, street number and street name, or train/bus's route, destination, transfer station and station/stop where you got on/off.</p> <p>(5) Property</p> <ul style="list-style-type: none"><li>▪ List items from largest (e.g., box, bag or wallet) to smallest (e.g., its contents).</li><li>▪ Provide detailed descriptions, such as brand name, mark/number, shape, material and damaged part.</li><li>▪ The manufacturer's name or serial number will help especially when you've lost a watch, camera or electronics that do not show your name.</li><li>▪ You can draw a picture as necessary if your lost property has a unique design.</li></ul>
Note:	<p>(1) The forms available on this website can be officially filed at a police office in Tokyo.</p> <p>(2) The forms must be printed on paper with the following specifications:</p> <ol style="list-style-type: none"><li>a. Japanese Industrial Standards (JIS) size A4</li><li>b. Plain white paper (Do not use thermal paper or other special papers)</li></ol>