

## INSTRUCTIONS: How to Use the Property Shipping Request and Acknowledgement of Receipt

The Property Shipping Request and Acknowledgement of Receipt forms are available in case you are unable to retrieve your lost/found property in person and wish to have it shipped to your address in Japan .

To make a request with the forms, please contact the appropriate police office (i.e., custodian of your lost/found property) in advance.

How to Request:	<ol style="list-style-type: none"><li>(1) Telephone the appropriate police office.</li><li>(2) Check with them what documentation is required.</li><li>(3) Prepare the necessary documents below with all the information required, and send them to the relevant police office by mail or fax.</li><li>(4) Required documents:<ul style="list-style-type: none"><li>▪ Property Shipping Request</li><li>▪ Acknowledgement of Receipt</li><li>▪ Copy of identification showing the requestor's name and address (e.g., driver's license, health insurance card, etc.)</li></ul>* "Notification Card" issued under the Individual Number (My Number) system cannot be accepted as identification for this purpose.<ul style="list-style-type: none"><li>▪ Notification of Found Property, or Receipt of Found Property</li><li>▪ Notification of Found Mobile Phone from your phone carrier</li><li>▪ Lost Property Report</li></ul></li></ol>
Note:	<ol style="list-style-type: none"><li>(1) In case your lost property is found but fail to complete the process within three months from the date it is turned in to the police, you will lose the ownership.</li><li>(2) In case you have turned lost property in to the police but fail to complete the process by the deadline provided on Receipt of Found Property (within two months), you will not be eligible for the ownership.</li><li>(3) Since Property Shipping Requests are processed in order of receipt, it may take a few days to start shipment.</li><li>(4) Shipping and packaging will be paid for C.O.D. In case cash is the only thing to be delivered, we will deduct postage from the total amount and send the rest by registered mail.</li><li>(5) The TMPD will assume no responsibility for any damage that may be caused to property (especially such fragile items as cameras and electronics) during delivery.</li><li>(6) The forms available on this website can be officially filed at a police office in Tokyo.</li><li>(7) The forms must be printed on paper with the following specifications:<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></li></ol>