



Melinda Katz
District Attorney

Queens County District Attorney

Property Release Unit

125-01 Queens Boulevard
Kew Gardens, NY 11415
(718) 286-6826

CLAIMANT'S REQUEST FOR DISTRICT ATTORNEY'S RELEASE

This is a request for a letter from the District Attorney's office, stating that certain property is no longer needed as evidence. The release or a letter detailing any impediments to the issuance of a release will be made available within 15 days of the receipt of this notification by the District Attorney's Property Release Unit.

****PLEASE FILL OUT ALL OF THE FOLLOWING INFORMATION****

REQUESTOR INFORMATION:

Last Name: _____ First Name: _____

Address: _____

DOB: _____ Cell Number: _____ E-mail: _____

Do you want to pick up the release in person **OR** Do you want it mailed to you via US Postal Service?

☐ Pick up in person

☐ Mail via US Postal Service

In the following case, the claimant is/was the: ☐ Defendant **OR** ☐ Complainant

People v. _____

Arrest/Docket/Indictment No.: _____

Co-Defendant _____

Arrest/Docket/Indictment No.: _____

Co-Defendant _____

Arrest/Docket/Indictment No.: _____

I am seeking the release of the following property that was taken from the above-named claimant, on or about:

Date: _____

Voucher No.: _____

Item Nos.: _____

Voucher No.: _____

Item Nos.: _____

Voucher No.: _____

Item Nos.: _____

Is a copy of the voucher(s) attached? ☐ Yes ☐ No

If no, please describe the property and the reasons this voucher is not attached:

The status of the criminal case is: ☐ OPEN ☐ CLOSED (no longer pending in court)

A false statement made herein is punishable as a class A misdemeanor under New York Penal Law section 210.45.

Printed Name

Signature

NOTE: Failure to provide the above information may result in delay in processing your request.

For assistance, please contact the Property Release Unit: (718) 286-6826 or e-mail: qdapropertyreleaseunit@queensda.org

You may mail this form to the above address **OR** drop it off to the 1st Floor Security Desk at the above address
OR E-Mail it to: qdapropertyreleaseunit@queensda.org