

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (Metro)

**LOST & FOUND PROPERTY RELEASE FORM**

Please provide the information on the attached form to authorize release of your property either to a designated third party or via shipping. **For your protection you must include a copy of a government issued photo identification (e.g., passport, driver's license or other documentation bearing customer name /address).** Return the completed form with a copy of your photo identification to our office by fax or by mail. Please note that items are held for a maximum of thirty (30) days for collection.

**Washington Metropolitan Area Transit Authority  
Office of Lost & Found**

4000 Garden City Drive  
8<sup>th</sup> Floor, Suite 804  
Hyattsville, MD 20782

PLEASE NOTE THE FOLLOWING:

- Items are held for a maximum of thirty (30) days for collection.
- Metro does not pay for shipping of items under any circumstance.
- We will package items and complete shipping documents only after this document has been returned with required information.
- For your security we will only accept an account number for a shipping company or a prepaid postage shipping label from a shipping provider. We will not accept cash or credit card payments for shipping charges.
- If you choose to have your item released to a 3rd party designee then your designee will be required to provide a valid government-issued photo identification at the time of pickup that matches exactly the name you have provided.
- Loose Credit /Debit cards received within Lost & Found will be destroyed within 24-48 hours of receipt.

We look forward to reuniting you with your lost item as quickly as possible.

Best Regards,  
Office of Lost & Found  
202-962-1195

"I authorize WMATA to release my property to the designee/shipping company indicated below. I understand that shipping is at my expense, and that once my property is released to the third party designee/shipping company WMATA will have no further obligation with regards to my property. I further understand that property is held at WMATA's Lost & Found Office for a maximum of thirty (30) days for collection, and this form must be received and property collected before the thirty (30) day period has expired. ."

Location Lost: \_\_\_\_\_

Date Lost (MM/DD/YY): \_\_/\_\_/\_\_

Description of Lost Item : \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Owner's Name (Please Print): \_\_\_\_\_

Phone Number:(\_\_\_\_) \_\_\_\_\_

Type of photo identification provided: \_\_\_\_\_

Release Item To (Please select one): Designated Person \_\_\_\_\_ Shipping \_\_\_\_\_

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***Please complete this section only if property is to be released to a designated person.***

Name of Designated Person: \_\_\_\_\_

*Please note that the name provided must **exactly** match the name on the identification provided by your designee on the day of pickup.*

Expected Date of Pickup (MM/DD/YY): \_\_/\_\_/\_\_

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***Please complete this section only if property is to be shipped.***

Shipping Company (Please choose one):

- FedEx – Account Number \_\_\_\_\_
- UPS – Account Number \_\_\_\_\_
- Other(print name)\_\_\_\_\_ (For shipping via service other than FedEx or UPS please include a prepaid postage shipping label with this form).

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