

GET IT BACK!

A pair of hands is shown against a solid red background. A white line-art outline of a fingerprint scanner is overlaid on the left hand, with a finger being scanned. A set of keys is overlaid on the right hand. The overall theme is about recovering personal items after an arrest.

*HOW TO GET YOUR STUFF
BACK AFTER YOU'VE
BEEN ARRESTED*

A white line-art outline of a stack of cash is located at the bottom center of the page.

**PUBLIC
ACCESS
DESIGN**

WHEN YOU'RE ARRESTED...

... you have the right to ask for your property back.

It can take a long time, but in most cases, you can get it back. You don't have much time, so be ready to act fast!

ASK FOR A PROPERTY VOUCHER

It's sometimes called an "invoice."

Item	Quantity	Amount	Cash	P91A No.	P91A Qty.	Disposition
1	1	CASH USC \$100 BILL (1) USC \$100 BILL	100.00		1	
2	31	CASH USC \$20 BILL (31) USC \$20 BILL	620.00		31	
3	26	CASH USC \$10 BILL (26) USC \$10 BILL	260.00		26	
4	24	CASH USC \$5 BILL (24) USC \$5 BILL	120.00		24	
5	20	CASH USC \$5 BILL (20) USC \$1 BILL	20.00		20	
Total Cash Value			1120.00			

IF YOU DIDN'T GET A VOUCHER, ASK FOR ONE AT THE PRECINCT WHERE YOU WERE ARRESTED.

YOU'LL NEED TO SHOW

- ✓ Name you were arrested under
- ✓ Date of arrest
- ✓ Arrest number (if you have it)

HEADS UP!

You might get more than one voucher. Each one might require a different set of steps to get your stuff back.

ONCE YOU HAVE A PROPERTY VOUCHER

- Make sure all of your property that was taken is listed.
- Always make copies of all your documents.

Check how your property is marked (turn the page to find out what that means).

WHEN YOU'RE RELEASED...

... you can start working on getting your stuff back right away. How your voucher was marked will show what the NYPD did with your stuff. Most likely, it will be one of these:



SAFEKEEPING → P. 5

Personal items stored while you're in jail.

ARREST EVIDENCE → P. 5

Property that the NYPD is keeping because they think it's related to an ongoing case.



FORFEITURE → P. 7

Property the NYPD wants to keep because they think it was used as part of a crime (usually cars and large amounts of money).



HEADS UP!

For property marked as Safekeeping, you don't need the help of a lawyer. For Arrest Evidence and Forfeiture, work with the lawyer assigned to your criminal case to get your property back.

TO GET YOUR STUFF BACK, YOU'LL NEED TWO FORMS OF I.D.

(one government-issued and one with a photo)



ACCEPTABLE I.D.

- Driver's license
- Passport
- Birth certificate
- Work or student I.D.



IF YOU DON'T HAVE TWO FORMS OF I.D., DON'T TRY TO PICK UP YOUR PROPERTY!

Another person with two forms of I.D. can pick it up for you.

TO DO THIS



- Write a letter with the name you were arrested under, a list of your property, your voucher number(s), and the name of the person who will pick up your property.
- Write that you give this person permission to pick up your property up.
- Get the letter notarized by a notary public. Find them at banks, lawyers' offices, and other businesses close to the court.

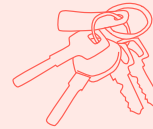
SAFEKEEPING

You can get your property as soon as you're released. The NYPD will only keep your property for **120 DAYS** after your arrest—so don't wait!

1. MAKE SURE YOU HAVE

- ✓ Your property voucher → P.1
- ✓ Two forms of I.D. → P.4

2. PICK UP YOUR PROPERTY



Your property should be at the Property Clerk's office in the borough where you were arrested.

→ P.9

Go there with all of your documents to pick it up. If it's not there, it will be at the precinct where you were arrested.

ARREST EVIDENCE

You can get your property back as soon as you get a form called a **DISTRICT ATTORNEY'S (DA'S) RELEASE**. To ask for a DA's Release, work with the lawyer assigned to your case.

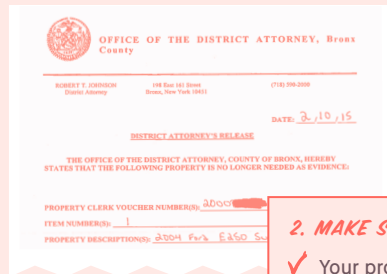
1. GET A DA'S RELEASE

Before your case is closed

- Write a letter with your lawyer asking for a DA's Release.
- The DA has 15 days to respond (7 if the property is a car). Talk to your lawyer about what to do next if the DA doesn't respond.

After your case is closed

- You can go to the DA's office in the borough you were arrested in and ask for it in person. → P.9
- If the DA doesn't give you a release, talk to your lawyer about what to do next.



You only have **120 DAYS** from the date your case is closed to ask for your property.

2. MAKE SURE YOU HAVE

- ✓ Your property voucher → P.1
- ✓ The DA's Release
- ✓ Two forms of I.D. → P.4

3. PICK UP YOUR PROPERTY

Bring all of your documents to the Property Clerk's office in the borough where you were arrested. → P.9



FORFEITURE

This is a long process — it usually takes **1 MONTH** or more!
You only have **120 DAYS** from the date your case is closed to ask for your property.

IF MONEY OR OTHER PROPERTY IS TAKEN:

1. GET A DA'S RELEASE

Work with your lawyer to get a DA's Release. → P. 5

2. GET AN ACKNOWLEDGMENT OF DEMAND FORM

You can get an Acknowledgment of Demand form from the Property Clerk's office. Ask them to help you fill it out and give you a copy for your records.

3. MAKE A "FORMAL DEMAND"

Make a "Formal Demand" for your property at the Property Clerk's office in the borough where you were arrested. → P. 9

MAKE SURE YOU HAVE

- ✓ The DA's Release → P. 5
- ✓ Your property voucher → P. 1
- ✓ Two forms of I.D. → P. 4
- ✓ An Acknowledgment of Demand Form

HEADS UP!

Sometimes you'll get your stuff back from the Property Clerk as soon as you make a "Formal Demand."

4. WAIT FOR THE NYPD TO RESPOND

The NYPD has **25 DAYS** to respond to your "Formal Demand" by either giving you an **NYPD RELEASE** for your property or filing a case against you.

GO

IF YOU GET AN NYPD RELEASE, you can go pick up your property.



IF YOU DON'T GET AN NYPD RELEASE, or if the NYPD files a Forfeiture case against you, talk to your lawyer about what to do next.

5. PICK UP YOUR PROPERTY

Bring all of your documents to the Property Clerk's office in the borough where you were arrested.

→ P. 10

MAKE SURE YOU HAVE

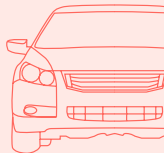
- ✓ Your property voucher → P. 1
- ✓ The DA's Release → P. 5
- ✓ Two forms of I.D. → P. 4
- ✓ The NYPD Release



IF YOUR CAR IS TAKEN:

Get a lawyer's help right away. Ask your lawyer if you should ask the NYPD for a Post Seizure Retention Hearing. This can help you get your car back temporarily while you try to get it back for good.

If you don't receive a form to request a hearing, contact the Civil Enforcement Unit. → P. 9



LOCATIONS

PROPERTY CLERK'S OFFICE

Bronx

215 East 161st Street, Room C27
(Sub-basement of Bronx County Criminal Court)
(718) 590-2806

Brooklyn

11 Front Street
(718) 624-5364 or (718) 624-6330

Manhattan

1 Police Plaza, Room S-20
(646) 610-5906

Queens

47-07 Pearson Place
(718) 433-2678

Staten Island

1 Edgewater Plaza, Room 521
(718) 876-8413

CIVIL ENFORCEMENT UNIT

2 Lafayette Street, 5th Floor
Manhattan
Telephone: (917) 454-1100
For cars, call: (917) 454-1111

OVERSIZED PROPERTY WAREHOUSE

47-15 Pearson Place
Long Island City
(718) 361-1021

HEADS UP!
If your stuff is big, you might need to pick it up at the Oversized Property Warehouse. Ask the Property Clerk's office in the borough you were arrested in to see if it's there.

This project was produced through Public Access Design, a program of the Center for Urban Pedagogy (CUP). Public Access Design projects use design to make complex urban issues accessible to the New Yorkers most affected by them. publicaccessdesign.org

The Center for Urban Pedagogy (CUP)

is a nonprofit that uses the power of design and art to increase meaningful civic engagement. welcometoCUP.org

The Bronx Defenders provides innovative, holistic, and client-centered criminal defense, family defense, civil legal, and social support services to indigent people in the Bronx. bronxdefenders.org

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The Bronx Defenders





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