MEMPHIS POLICE DEPARTMENT
201 Poplar Avenue, Memphis, TN 38103
Office: (901) 636-3716 E-Mail: MPD.LegalOffice@MemphisTN.gov

INSURANCE CLAIM FIREARM RELEASE REQUEST FORM

DISCLAIMER: This form is to be used only by the Insurance Agency responsible for the retrieval of a firearm which is in the custody or control of the Memphis Police Department's Property and Evidence Unit. This form exists only as an official claim of said property and may not be used to transfer a firearm or to prove ownership of a firearm. Submission of this form does not guarantee eligibility to retrieve property being held with the Memphis Police Department.

A. Company and Applicant Information

Company Name:			Applicant's Title:	
Address:	City:		State:	Zip Code:
Last Name:	First Name:		Middle Initial:	Suffix:
Date of Birth (*MM/DD/YYYY*):	Social Security Number:	Race:	Sex:	Driver License Number:
Home Phone Number (*Include Area Code*):	Mobile Phone Number (*Include Area Code*):		E-mail Address:	

B. Case and Firearm(s) Information

Applicants may request multiple firearms per one application if each firearm is tagged under the same Incident Report Number. To request additional firearms tagged under different Incident Report Numbers, please print and submit a separate application.

Policyholders First and Last Name:		Policyholders Phone Number:
Incident Report Number (*10 digits, ending in 'ME'*):	Property Receipt Number:	Claim Number:
Make:	Model:	Serial Number:
Make:	Model:	Serial Number:
Make:	Model:	Serial Number:

OFFICE USE ONLY

☐ *Inventory Summary Included w/Application* ☐ *Inventory Summary **NOT** included w/Application* ☐ *Case Reflects Pending Court Disposition*

Date Received:	Date Processed:	Processed by *(Last Name and IBM#)*:	***Stamp Approved or Denied Here***
Officer Assigned *(Last Name and IBM#)*:		Precinct:	
Date Submitted:	Date Returned:	Location ID:	

Submit completed application, Inventory Summary and a copy of applicant's valid Driver License by mail:

Memphis Police Department
201 Poplar Avenue
Memphis, TN 38103
Attn: Legal/ICFRR Application

Or by e-mail:
MPD.LegalOffice@MemphisTN.gov