

Types of Property

The NYPD has a number of different categories of property, and the rules for release vary. Below are two common types of evidence that may require additional paperwork or information when you request release. Your voucher will indicate the category of property.

Investigatory Evidence: Claimants must allow the underlying criminal investigation to be completed before obtaining the vouchered property. Property Clerk will acquire the release letter from the Investigative Unit. Investigatory evidence may become arrest evidence depending on the outcome of the investigation (see below).

Arrest Evidence: Claimants will be required to obtain a release from the Court or the District Attorney's Office that the evidence is no longer required for a criminal prosecution.

If you have any questions regarding obtaining the property, contact the Borough Property Office in the county the items were vouchered.

NYPD Borough Property Offices

Manhattan Property Office

1 Police Plaza, New York, NY 10038
(M-F, 8:00am - 4:30pm)
646-610-5906

Bronx Property Office

215 E 161 St, Bronx, NY 10451
(M-F, 8:00am - 5:00pm)
718-590-2806

Queens Property Office

47-08 Austell Pl, L.I.C, NY 11101
(M-F, 8:00am - 4:30pm)
718-433-2678

Brooklyn Property Office

11 Front St, Brooklyn, NY 11201
(M-F, 8:00am - 4:30pm)
718-624-5364

Staten Island Property Office

1 Edgewater Plaza, SI, NY 10305
(M-F, 9:00am - 4:30pm)
718-876-8413

Note: The Property Clerk is unable to issue checks after 2:00pm. If there is currency listed on any of your invoices, please be sure to arrive early.



Claiming Decedent's Property

Instructions for Next of Kin



How to claim decedent's property from a sealed residence or invoiced by the NYPD

Documents you will need

Property Clerk Invoice or “voucher” for any property removed and/or safeguarded by the NYPD. These can be printed for you at:

NYPD Precinct of Occurrence

To find the correct precinct, call 311 or visit http://www.nyc.gov/html/nypd/html/precinct_maps/precinct_finder.shtml

NYPD Borough Property Offices

Locations in each borough
(hours vary by location,
see list on reverse)

Death Certificate. This may be provided by the funeral home. For deaths occurring within New York City, original copies can also be obtained through the NYC Department of Health and Mental Hygiene. Requests take approximately ten business days to process.

Office of Vital Records

125 Worth St, NY, NY 10013
(M-F, 9:00am - 3:30pm)
212-639-9675

You will also need:

- Two forms of valid ID (one of which must be a photo ID)
- Surrogate's Court documents
- A notarized letter of authorization from the individual named by the Surrogate's Court if anyone other than that person will be picking up the property

Navigating Surrogate's Court

In order to gain access to a sealed residence or to obtain vouchered property, you must be named the representative of the decedent's estate. In order to be named, a legal proceeding regarding the estate of the deceased must be commenced in Surrogate's Court.

Court forms and information are available at www.nycourts.gov and at the Surrogate's Courts, listed in this brochure. You will need a certified copy of the death certificate and the appropriate court forms to commence the proceeding.

When the Surrogate's Court authorizes you to receive property or to gain access to a sealed residence, it will provide you with one of the following:

- **Certificate of Voluntary Administration,**
- **Letters of Administration, or**
- **Letters Testamentary**

Before a representative of the decedent's estate is named, you may obtain an order from Surrogate's Court to temporarily open a sealed residence to search for:

- Last Will and Testament
- Life Insurance
- Cemetery Deed
- Burial Instructions

You must bring the temporary order to the precinct the residence is located in to gain access.

Surrogate's Court locations:

(M-F, 9:00am - 5:00pm)

New York County (Manhattan)

31 Chambers Street, NY, NY 10007
646-386-5000

Bronx County

851 Grand Concourse, Bronx, NY 10451
718-618-2300

Queens County

88-11 Sutphin Blvd, Queens, NY 11435
718-298-0500

Kings County (Brooklyn)

2 Johnson Street, Brooklyn, NY 11201
347-404-9700

Richmond County (Staten Island)

18 Richmond Terrace, SI, NY 10301
718-675-8500