



SPRINGFIELD POLICE DEPARTMENT

802 Willow St. Springfield, TN 37172
 Office: (615) 384-8422 E-Mail: evidence@spdtm.org

FIREARM RELEASE REQUEST FORM

DISCLAIMER: This form is to be used only by the owner of a firearm which is in the custody or control of the Springfield Police Department's Property and Evidence Unit in an attempt to redeem the firearm. 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 Springfield Police Department.

(Please refer to page 2 of 2 for additional information.)

A. Applicant Information							
Last Name:			First Name:			Middle Initial:	Suffix:
Address:				City:		State:	Zip Code:
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 (Please refer to page 2, part B before completing this section)							
Incident Report Number:			Property Receipt Number:			Check all that apply: <input type="checkbox"/> Reported as Missing or Stolen <input type="checkbox"/> NOT Reported as Missing or Stolen <input type="checkbox"/> Applicant is Beneficiary or Attorney	
Make:	Model:	Serial Number:					
Make:	Model:	Serial Number:					
Make:	Model:	Serial Number:					
Ship weapon to Law Enforcement Agency? Yes_____ No_____							
C. Declaration							
<p><i>I declare under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct and that I am the lawful owner or legal beneficiary of all firearms that I seek to have returned. I expressly authorize the Springfield Police Department to perform firearms eligibility checks of all relevant state and federal databases, including the Federal Bureau of Investigation's National Instant Criminal Background Check System. I also understand that if I currently possess or own firearms and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession.</i></p> <p>Signature: _____ Date: _____</p>							
OFFICE USE ONLY							
<input type="checkbox"/> Proof of Ownership Included w/Application		<input type="checkbox"/> Proof of Ownership NOT Included w/Application		<input type="checkbox"/> Case Reflects Pending Court Disposition			
Date Received:	Date Processed:	Processed by (Last Name and IBM#):			Approved or Denied Here		
Officer Assigned:		Precinct:					
Date Submitted:	Date Returned:	Location ID:					

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Proper Use of the Firearm Release Form (FRR)

This application is **only** to be completed by the firearm owner who is seeking to retrieve his/her property currently held in the custody or control of the Springfield Police Department's Property and Evidence storage room. An attorney or beneficiary may complete and submit an application in the event the actual owner is unable to do so.

Application Submission Requirements

Persons seeking the return of a firearm must submit a completed application with proof of ownership and a valid state-issued photo identification card. ***(Acceptable forms of proof of ownership are: Original or duplicate copy of the Bill of Sale or receipt issued at the time of purchase OR a notarized letter stating sole ownership, Make, Model and Serial Number. If a Bill of Sale or receipt is handwritten, it must also be notarized.)*** Applications **MUST** include an Incident Report Number, Property Receipt Number and Serial Number in order to be properly processed. **Incomplete applications will be returned without being processed. Photos of applications are not permissible.** An Interstate Identification Index (III) background check will be conducted to determine whether the requestor is eligible to possess firearms under state and federal law.

Upon receipt of completed application, a notice of receipt will be sent to applicant via e-mail or via U.S. mail if no e-mail address is provided.

Submit completed application, proof of ownership and proper ID in person:

Springfield Police Department
802 Willow St.
Springfield, TN 37172

or by e-mail:

evidence@spdtm.org

Part A – Owner Information

Enter the information as requested. If applicant is a beneficiary, please enter your personal information as the owner. If applicant is an attorney representing a client, please enter the client's personal information.

Part 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.

Part C –Declaration

Applicant must sign and date the declaration on this application.

**This page is to be kept for your records. Please do not submit with application.*