

# How to complete the Lacey Police Citizen Report Form

Use the Citizen Report form if ALL of the following are true:

- The incident occurred within Lacey City Limits. (Call 360-459-4333 to verify)
- There are no suspects.
- There are no known witnesses.
- Items lost or stolen are NOT a vehicle or firearm.
- Items lost or stolen were NOT taken from your home or another structure.

If all of the above apply follow these directions:

- Fill out the Citizen Report form in its entirety.
- Turn in the completed form to the Lacey Police front office Monday through Friday 8:00am to 5:00pm.
- **You will be asked to provide a valid picture ID.**
- Front office staff will assign a Lacey Police case number, make copies of the citizen report form and any documentation you have included.

## TIPS

Please fill out the Citizen Report form legibly.  
The grey boxes are for office staff use only, DO NOT fill them in.

**NOTE: This is a courtesy report and no investigation will be conducted.**

If you have any questions feel free to contact the  
**Lacey Police Department ♦ Business Office**  
Monday - Friday 8:00am - 5:00pm  
420 College St SE ♦ Lacey, WA 98503  
(360) 459-4333





# Citizen Report Property Sheet

Case Number: \_\_\_\_\_

**Use this space to list the vehicle prowled or damaged.**

Description of Damage:					Estimated Loss:	\$
License Plate	Make	Model	Year	Color	Type	

**Use the below spaces to list any stolen/lost/damaged property.**

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		