

Property Release Form

This form must be sent by fax or e-mail to the Airport Lost and Found Office at Ronald Reagan Washington National Airport.

Fax Number: 703-417-0635

E-Mail Address is: DCALostandFound@mwa.com

Location: Terminal A, Room M-160 on the Main Level

Hours of Operation: Monday thru Friday (excluding Federal Holidays), 8:00 a.m. – 4:30 p.m.

Please complete the information on this form to authorize the release of your found property. Should you decide to have the property picked up in person, an appointment should be made in advance so that you will not be inconvenienced. If this item weighs less than 5 lbs., you may have the option to send this item via the U.S.P.S. However, please contact the Airport Lost and Found Office at 703-417-0673 to confirm that this option is available.

Please complete the information requested for release of your property. Complete the information needed for either Option A or B and sign the bottom on this form.

Date Lost: ____/____/____

Description (Please include any unique cosmetic features):

Found Property Tag Reference number(s); _____

Owner's Name (Please Print); _____

OPTION A: Please ship my found article(s) identified above via Fed Ex. I understand that shipping is at my expense.

Forwarding Address: _____

Phone Number (daytime) (area code, no.): (_____) _____

Fed Ex Account Number: _____

Type of Service (select one): Next Business Morning, Standard Overnight, Two-Day, Three-Day

Authorize to release package without obtaining a signature (optional): YES / NO

OPTION B: Please release my found article(s) identified above to the following designee. Please ensure this person has photo identification when they arrive to retrieve your item.

Designee's Name: _____

Relationship to Owner: _____

Contact Phone Number: (_____) _____

Signature: _____ Date: ____/____/____