

**PROPERTY RELEASE FORM**

Dear Airport Patron:

For items lost at Dulles Airport other than at Security or with an Airline: The phone number for Central Lost & Found is 703-572-8479, the fax number is 703-572-6512, and the address for pickup is:

Metropolitan Washington Airports Authority  
Washington Dulles International Airport  
Central Lost & Found, MA-238L  
1 Saarinen Circle  
Main Terminal, Arrivals Level  
Dulles, VA 20166

Our mailing address for all correspondence for Central Lost & Found is:

Metropolitan Washington Airports Authority  
Washington Dulles International Airport  
Central Lost & Found, MA-238L  
P.O. Box 17045  
Washington, DC 20041-0045

Please complete the information on this form to authorize release of your found property. **For your protection you must include a photo identification**. Return the completed form with a copy of your photo identification to our office by fax or by mail. Should you decide to pick the property up in person or to send a designee, an appointment should be made in advance so that you will not be inconvenienced.

**\* PLEASE NOTE: The Airports Authority does not pay for shipping. We will package items and complete shipping documents after payment and shipping arrangements have been made by you. After payment arrangements have been made, the courier service will give you a temporary account number and pickup number. We will need this information before we can release your item. We can also make the shipping arrangements for you if you provide a credit card number and expiration date.**

“Please release my found article(s) identified below to the shipper I have indicated. I understand that shipping is at my expense, and that you have to receive this completed release form with photo identification before you can ship my property.”

Location Lost: Washington Dulles International Airport

Date Lost: \_\_/\_\_/\_\_ Description: \_\_\_\_\_

Found Property Tag reference number(s): \_\_\_\_\_

Owner's Name (Please Print): \_\_\_\_\_

Type of photo identification furnished: Drivers License \_\_\_\_\_ Other \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Print name of shipper/designee (please circle one): FedEx, UPS, DHL, or designee. \_\_\_\_\_

Please circle your preferred shipment time period: Overnight \_\_\_\_\_ 2-Day \_\_\_\_\_ 3-Day \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_