

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY**

**PROPERTY RELEASE FORM**

Please provide the information on the attached form to authorize release of your property, either to a designated third party or via shipping. For your protection, you must include a copy of a government issued photo Identification (i.e. Driver License, Passport, etc.). Return the completed form with a copy of your ID via mail or email ([lostandfound@metro.net](mailto:lostandfound@metro.net)). Please note items are held for a maximum of ninety (90) days for collection.

LACMTA does not pay for shipping of items, under any circumstance. We will package items and complete shipping documents, only after the Release Form has been completed with the required information and received by this office.

For your security, we will only accept an account number from a shipping company or a pre-paid postage shipping label from a shipping provider ([see shipping label procedure](#)) We will not accept cash or credit card payments for shipping charges.

If you elect to have your property released to a third-party designee, he/she is required to provide a valid government issued photo ID, at the time of pick-up. The ID must be an exact match with the name provided on the form.

