



**MEMPHIS POLICE DEPARTMENT**  
 170 N. Main Street, Memphis, TN 38103  
 Office: (901) 636-3716 E-Mail: MPD.LegalOffice@MemphisTN.gov

## AGENCY FIREARM RELEASE REQUEST FORM

*DISCLAIMER: This form is to be used only by the law enforcement agency responsible for retrieving property which is in the custody or control of the Memphis Police Department's Property and Evidence Unit. 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 Memphis Police Department.*

A. Agency and Contact Information			
Agency Name:		Contact (First Name, Last Name and Abbreviated Title):	
Address:		City:	State: Zip Code:
Work Phone Number (Include Area Code):	Work Cell Phone Number (Include Area Code):	E-mail Address:	
B. Case and Firearm(s) Information			
<i>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.</i>			
Incident Report Number (10 digits, ending in 'ME'):		Property Receipt Number:	Stolen Report Number:
Make:	Model:	Serial Number:	NCIC Number:
Make:	Model:	Serial Number:	NCIC Number:
Make:	Model:	Serial Number:	NCIC Number:
OFFICE USE ONLY			
<input type="checkbox"/> To be shipped to agency upon completion		<input type="checkbox"/> NOT to be shipped to agency upon completion	
<input type="checkbox"/> Case Reflects Pending Court Disposition			<b>Stamp Approved or Denied Here</b>
Date Received:	Date Processed:	Processed by (Last Name and IBM#):	
Officer Assigned (Last Name and IBM#):		Precinct:	
Date Submitted:	Date Returned:	Location ID:	

**Submit completed application and a copy of a valid Employee ID Badge by mail:**

**Memphis Police Department  
 170 N. Main Street  
 Memphis, TN 38103  
 Attn: Legal/AFRR Application**

Or by e-mail:  
[MPD.LegalOffice@MemphisTN.gov](mailto:MPD.LegalOffice@MemphisTN.gov)