

Lost and Found Incident Documentation

Incident Details

Date:

Time:

Location Found:

Item Information

Item Description:

Brand/Identification:

Estimated Value:

Distinctive Features or Contents:

Finder Information

Staff Name:

Department:

Claimant Information (if applicable)

Name:

Contact Number:

Relation to Item:

e.g., Owner, Representative

Additional Notes / Handover Details

e.g., Item handed over to security on duty. Claimant presented identification.