

## Forfeiture Claim Sheet Instructions

**Read Carefully and Follow Each Instruction, Failure to do so May Result in Denial of Your Refund Request.**

1. Complete the Attached Form.
  - If you have more than one case, use a separate form for each case.
  - Most of the information can be found on your charging papers. If you do not have a copy, you may obtain one from the court.
  - If certain questions do not apply, or you do not know the answer, mark with “N/A.”
  - This form is for money seized in connection with drugs or gambling only, for all other seizures, follow the procedures at [www.baltimorepolice.org/claim-property](http://www.baltimorepolice.org/claim-property)
  
2. Collect Supporting Documents:
  - Statement of charges
  - Defendant trial summary
  - Any other document supporting your claim
  
3. Submit Completed Form and Documents.
  - Via Email: [4fit@baltimorepolice.org](mailto:4fit@baltimorepolice.org)
  - Via Mail: Baltimore Police Department, Legal Affairs Unit  
242 W. 29<sup>th</sup> Street  
Baltimore, MD 21211
  - Hand deliveries will not be accepted
  - **Do not send originals – they will not be returned**

## What's Next?

In approximately 10-12 weeks a BPD attorney will review your form, documentation and the police reports. If the reviewing attorney believes the funds are forfeitable under the Maryland Code, BPD may file a complaint for forfeiture in District Court. If that happens, the District Court will send you a “notice of intent to defend” with a court date. If the reviewing attorney does not seek forfeiture, the paper work will be forwarded to request the issuance of a refund check.

**BALTIMORE CITY POLICE DEPARTMENT**

**Seized Money Information Sheet**

***READ THE INSTRUCTIONS BEFORE YOU BEGIN***

***PLEASE TYPE OR PRINT LEGIBLY***

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address (including zip): \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Police Report/Complaint Number (CC#): \_\_\_\_\_

Property Number: \_\_\_\_\_

Date of Seizure/Arrest: \_\_\_\_\_

Amount of Money Seized: \_\_\_\_\_

Name(s) of Other Person(s) Arrested: \_\_\_\_\_

\_\_\_\_\_

Criminal Charges Filed: \_\_\_\_\_

Criminal Case Number: \_\_\_\_\_

Trial Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

***Please allow up to 90 days for review.  
Monies seized within 30 days prior to this request may require additional time.***

Form may be returned by e-mail [4fit@baltimorepolice.org](mailto:4fit@baltimorepolice.org) or mailed to Office of Legal Affairs, 242 W. 29<sup>th</sup> Street, Baltimore, MD 21211

**Office of Legal Affairs Use Only:**

Date Received: \_\_\_\_\_

Date Resolved: \_\_\_\_\_

Outcome: \_\_\_\_\_

Attached Documents:

\_\_\_ Police Report

\_\_\_ Statement of Charges

\_\_\_ Maryland Judiciary Case Search printout or other Court Disposition documents