

## **Power of Attorney (POA) Issues & Releases:**

### **For persons residing WITHIN the State of Ohio:**

Persons residing within the State of Ohio who have Power of Attorney to obtain property from the Property Room must present, IN PERSON, the original Power of Attorney, the property release letter, and valid ID (see Accepted Forms of Identification section) to the Property Room located at 724 E. Woodrow Ave., Columbus, Ohio 43207. It will take some time for the Power of Attorney to be processed (usually within two weeks) to allow the property to be available for release. Powers of Attorney are processed through a different city entity. Once the Power of Attorney has been processed, you will be notified by the Safety Director's Office that the property is available for release.

### **For persons residing OUTSIDE the State of Ohio:**

Persons residing outside the State of Ohio who have Power of Attorney to obtain property from the Property Room may contact the Property Room at 614-645-4736 to obtain a fax number/email address to send the necessary documents needed to process a Power of Attorney. Faxing/Emailing those documents to the Property Room may avoid unnecessary travel to Columbus, Ohio to have property released via a Power of Attorney.

**NOTE:** The valid ID presented to the Property Room when the property is available for release **MUST** be the same valid ID that was faxed/mailed to the Property Room.

### **Sample Power of Attorney:**

A generic Power of Attorney for is below.

### **Probate (Owner of items retained in the Property Room is deceased):**

When the rightful owner of property stored in the Property Room is deceased, the Property Room is prohibited by law from releasing those items without a valid court order issued by Probate Court. Below is printable PDF document to guide persons through the process of retrieving items from the Property Room when the owner of the property is deceased. Once a probate court order is issued, please contact the Columbus Police Property Room in advance, and a Property Room Clerk will ensure you have the necessary information before arrival at the Property Room. This is especially true of the probate order is issued out of state.

Hours of operation are Monday through Friday, 8:30am-5:30pm. 614-645-4736.

### **Retrieving a Decedent's Property:**

A Guide to Retrieving a Decedent's Property Link (*Division Form # I-20-116*) is below:

**NOTE:** Probate Court Orders **MUST** list the item(s) to be released along with the corresponding PR# listed on the property release letter.

### **Firearm Background Check**

If property belonging to or associated with the owner is any type of firearm, please be advised that the timeline for property release/retrieval will be extended. For safety and security reasons, a background check will be completed on the owner and/or the person designated as Power of Attorney. The background check will NOT be completed on the same day as the owner's/Power of Attorney's first visit to the Property Room. If any firearm has been identified among your property, please provide the Property Room with sufficient individual information about yourself and/or the individual with Power of Attorney authority to complete the background check. If the background check determines either that the owner or the Power of Attorney is prohibited by law from possessing a firearm, it will not be released. This process should generally extend the release or retrieval time by a few days.

**LIMITED POWER OF ATTORNEY**

KNOW ALL PERSON BY THESE PRESENTS: That I, \_\_\_\_\_ the undersigned, whose current residence is \_\_\_\_\_, do hereby make, constitute and appoint \_\_\_\_\_, residing at \_\_\_\_\_, to be my true and lawful Attorney for me and in my name, place and stead and for my limited use and benefit:

- (a) To recover and take possession of each item of personal property belonging to or associated with me, that has been administratively discharged, and is and being held in custody under Property Number \_\_\_\_\_ by the Columbus Division of Police Property Room located at 724 E. Woodrow Ave. Columbus, OH 43215;
- (b) to execute a release of liability upon receipt of such received items;
- (c) to provide consent for any additional investigative or background check upon any personal property deemed to be sensitive (items such as firearms, weapons, etc.)

Date: \_\_\_\_\_ Print name of Owner (Principle) \_\_\_\_\_  
Signature of Owner (Principle) \_\_\_\_\_

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the persons acted, executed the instrument. I certify under PENALTY OF PERJURY under the law of the State of Ohio that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature \_\_\_\_\_ (Seal)

# A Guide to Retrieving a Decedent's Property



Presented by the  
Columbus, Ohio  
Division of  
Police

Every day the Division of Police takes vehicles and property into custody. Sometimes the property is held as evidence in the investigation of a crime. Other times the property is held for safekeeping until it can be claimed by the owner.

Occasionally, the property belongs to someone who has died. When this happens, the Division of Police is responsible for caring for the property until the Probate Court issues an order appointing a legal representative of the estate. Legally, the Division can only release property to the named representative. This can cause confusion and frustration for the family of the deceased person. This pamphlet is designed to help surviving family members in this most difficult time.

The next of kin, or legal representative of the deceased person should follow these steps:

**Step 1:**

If the death was the result of a motor vehicle accident, call the Accident Investigation Unit at 614-645-4767. For all other incidents, call the Investigative Duty Desk at 614-645-4624. You will be referred to the investigating detective who will determine if the property you are seeking is being held for evidence or safekeeping. If it's being held for evidence, it will not be released until so ordered by the Court. If the items

being held are no longer needed by the criminal court or are being held for safekeeping, the assigned detective will forward a completed "Property Disposition" form to the Property Control Unit that says "Release to the Estate of (name and address of the deceased)." The assigned detective will also provide a copy of this form via e-mail or US mail to the legal representative.

**Step 2:**

Take the copy of the Property Disposition form and a copy of the Death Certificate to the Probate Court located at 373 S. High St., 614-525-3894. The Court will also require a picture identification of the representative. The Court may then issue a Release From Administration or Letter of Authority granting the representative permission to take custody of the property.

**Note:** The entire estate must be presented for probate at this time.

**Step 3:**

For property other than a motor vehicle, go to the Police Property Room located at 724 E. Woodrow Ave., 614-645-4736, Monday-Friday, between 8:30 am and 5:30 pm. Present a picture identification, the Property Disposition form, and Probate Court Order to the Property Room Supervisor. If approved, all items (excluding firearms) will be released. If the item is a firearm

the representative will be subject to a criminal background check. This check may take additional time to process and the legal representative will be advised by mail when to return to the Property Room.

**Note:** Legal representatives with a federal or state firearm disability will not be permitted to take control of any firearm.

**Step 4:**

To retrieve a motor vehicle, coordinate a release date with the investigating detective after obtaining the Probate Court order. Go to the Police Impound Lot located at 2700 Impound Lot Rd., 614-645-6400, Monday-Saturday between 9 am and 7 pm. Present a picture identification and the Probate Court order. If the vehicle will be driven from the Impound Lot, a valid driver's license must also be presented.

We at the Division of Police hope this information has been helpful to you.