

LOST & FOUND PROPERTY



**METROPOLITAN
POLICE**



LOST OR FOUND IN A PUBLIC PLACE

The Police will only deal with certain items where they are lost or found in public places. This includes items dropped in the street, left at a bus stop, on a bench, etc.

If you have lost an item, we recommend you always retrace your steps and make enquiries in the area(s) it may have been misplaced.

If you have found an item, you have a legal responsibility to make reasonable efforts to find the owner.

If the item lost or found is dangerous and could cause harm, you should contact the Police immediately!

Lost an item? See page 3

Found an item? See page 4

LOST OR FOUND ELSEWHERE

If the item was lost or found on private property or on public transport, then we recommend the following advice.

If the item has a serial number you should also record the loss at www.immobilise.com or www.bikeregister.com (see page 3).



Private
Property

This includes places such as shops, clubs, pubs, leisure centres, places of work, private vehicles and coaches

Often private organisations will have their own lost and found property services. If so, they are best placed to deal with items you have lost or may have found.



Public
Transport

National rail: Speak to a member of train staff.

Alternatively, for more information contact National Rail enquiries on: 08457 48 49 50 or go to www.nationalrail.co.uk.

London underground, overground, London buses, London taxis or minicabs: TfL Lost property office, 200 Baker Street, London, NW1 5RZ. Tel: 0343 222 1234.



Not sure

Please speak to a member of staff at the front counter or dial **101**.

PROPERTY LOST IN A PUBLIC PLACE

PLEASE NOTE WE DO NOT ISSUE LOST PROPERTY REFERENCE NUMBERS

A letter explaining our policy is available from www.met.police.uk/lostandfound or by speaking to a member of staff



Hazardous Items such as firearms, shotguns and ammunition, or poisons, toxins or chemicals

Report to a member of staff IMMEDIATELY or dial 999!



Mobile telephones, MP3 players, computers or ANY equipment with a serial number (including bicycles)

You can report the loss and print a certificate for free via www.immobilise.com. For pedal cycles, please visit www.bikeregister.com. Reports are searchable by Police forces nationwide and insurance companies to help restore property or process a claim.



Identifiable items (e.g. with owner's name and address or other contact details in or on the item)

You do not need to report the loss. If the item is handed in we will make efforts to contact you.



Items which do not have a serial number but have a high monetary (over £500) or sentimental value (e.g. heirlooms)

Please speak to a member of staff who will see what additional assistance we could offer.



Prescribed medication and drugs

You do NOT need to report this matter to us. Should you require any medical assistance, please speak to a member of staff or dial 999.



my bank

Passports, driving licences and ID cards

You do not need to report the loss to Police.

UK passports or driving licences: Report directly to the Passport Office or DVLA.

Foreign passports, ID cards and driving licences: Report directly to your embassy or high commission.

Other official documents (e.g. birth certificates, bank statements) or bank cards: Report direct to the issuing authority.



Unidentifiable, low value items

Please be advised we do not take in such items, including luggage, empty purses, empty wallets or low-value unidentifiable items such as umbrellas, spectacles, used or soiled clothing, perishable goods, rubbish, or similar.

PROPERTY FOUND IN A PUBLIC PLACE

In all cases you should make reasonable enquiries to trace the owner!



For unidentifiable or low value property, such as empty handbags, bags, cases, wallets, purses, used clothing, soiled clothing, perishable goods, rubbish, umbrellas, spectacles, etc.

You should:

- 1 Make reasonable enquiries which could include asking people nearby, consider enquiries in nearby premises or leaving a note with your details.
- 2 If still unidentified then there is nothing more the Police can do and you should dispose of the property.



Mobile telephones, jewellery, MP3 players, cash, keys, computer or electrical equipment, firearms/shotguns or ammunition, explosives, chemicals, toxins or poisons, drugs or medicines or any other items not covered elsewhere

Please hand in to a police station, police officer/PCSO or contact point so we can trace the owner or otherwise deal with them safely.

Do not attempt to handle dangerous items!
Report to a member of staff IMMEDIATELY or dial 999.

Bank cards, identity cards, personal documentation (e.g., bank statements, benefits books)

Follow the instructions on the back of the bank card, identity card or other document.



Birth, marriage and death certificates

The General Register Office ask that you destroy the item to prevent fraudulent use.

British passports

Please cancel it by cutting off the top corner and returning to: Her Majesty's Passport Office. Globe House, 89 Eccleston Square, London, SW1V 1PN .



Foreign passports, driving licences and other identity documents

Return to the embassy of the issuing country.

UK driving licences

If you have found a UK driving licence, please return to: DVLA, Swansea, SA99 1AB.



If you do not return the item(s) to the above issuing authority, please hand in at a police station/contact point or to a police officer / PCSO.