

How to complete the Lacey Police Citizen Report Form

Use the Citizen Report form if ALL of the following applies:

- The incident occurred within the Lacey City Limits. (Call 360-459-4333 to verify)
- There are no suspects.

If all of the above apply follow these directions:

- Fill out the Citizen Report form in its entirety.
- Turn in the completed form to the Lacey Police front office Monday through Friday 8:00am to 5:00pm.
- **You will be asked to provide a valid picture ID.**
- Front office staff will assign a Lacey Police case number, make copies of the citizen report form and any documentation you have included.

TIPS

Please fill out the Citizen Report form legibly.
The grey boxes are for office staff use only, DO NOT fill them in.

NOTE: This is a courtesy report and no investigation will be conducted unless there is a suspect.

If you have any questions feel free to contact the
Lacey Police Department ♦ Business Office
Monday - Friday 8:00am - 5:00pm
420 College St SE ♦ Lacey, WA 98503
(360) 459-4333

Citizen Report Property Sheet

Case Number: _____

Use this space to list the vehicle prowled or damaged.

Description of Damage:					Estimated Loss:	\$
License Plate	Make	Model	Year	Color	Type	

Use the below spaces to list any stolen/lost/damaged property.

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		

Description of Property				Serial Number		
Value/Damage	Quantity	Year	Make	Model	Color	Condition
\$						
Entered into WACIC/NCIC: <input type="checkbox"/> Yes <input type="checkbox"/> No				Entered By: _____		
				Date/Time Entered: _____		