

Sample Only

Appended Form No. 7

LOST PROPERTY REPORT

遺失届出書

署長	副署長 次長	課長	課長代理	係長	担当者

警視庁	警察署	Report Number (受理番号)	第	号
受理日時	令和 年 月 日 午前・午後 時 分	本署・ 交番・ 駐在所・ 安七・ 派出・ 分駐 取扱者氏名		

Fill in the box outlined in bold.

Address with Postal Code 〒 (住所)	
Full Name (氏名)	Telephone# Home Phone # (自宅電話) Other Phone# (連絡先電話)
Date & Time of Loss (遺失日時)	
FROM	/ / (dd/mm/yyyy)(日)(月)(年) AM / PM
TO	/ / (dd/mm/yyyy)(日)(月)(年) AM / PM
Location of Loss (遺失場所)	

Sample Only

Cash (Japanese Yen) (日本円) ¥	Cash (Foreign Currency) (外貨)
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Property (物品) * Start the list with the largest item. (e.g., bag, wallet, etc.)	Detailed Description (詳細説明) Shape, Color, Brand name, Design, Material and Other Particulars

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* For visitors only (観光客のみ)	Name (名称)
(1) Name, Address, Phone # of Lodging in Japan (日本での滞在先の名称・ 所在地・電話番号)	Address (所在地)
	Phone# (電話番号)
(2) Date of Departure from Japan (日本を出発する日)	/ / (dd/mm/yyyy)(日)(月)(年)

処理欄	システム照合		照合結果		
	① 月 日	② 月 日	該当拾得届	連絡月日	返還(発見)月日
	③ 月 日	④ 月 日	号	月 日	月 日

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遺失届出書【Sample】

署長	副署長	課長	課長代理	係長	担当者
	次長				

警視庁	警察署	Report Number (受理番号)	第	号
受理日時	令和 年 月 日 午前 午後 時 分	本署・	交番・駐在所・安七・派出・分駐	
		取扱者氏名		

Fill in the box outlined in bold.

Address with Postal Code 〒 100-8929	
(住所) 2-1-1 Kasumigaseki, Chiyoda-ku, Tokyo	
Full Name	Telephone#
(氏名) Olivia Brown	Home Phone # (自宅電話) 03-00xx-△△□□
	Other Phone# (連絡先電話) 080-00xx-△△□□
Date & Time of Loss (遺失日時)	
FROM	23 / 05 / 2019 (dd/mm/yyyy)(日)(月)(年) 11:00 AM / PM
TO	24 / 05 / 2019 (dd/mm/yyyy)(日)(月)(年) 0:30 AM / PM
Location of Loss	
(遺失場所) Train between Shinjuku Station and Idabashi Station (JR Sobu Line) or on the street between Koraku, Bunkyo-ku and Kasumigaseki, Chiyoda-ku	
Cash (Japanese Yen) (日本円) ¥ 30,000	Cash (Foreign Currency) (外貨) € 30,000
Property (物品) * Start the list with the largest item. (e.g., bag, wallet, etc.)	Detailed Description (詳細説明) Shape, Color, Brand name, Design, Material and Other Particulars
Backpack	Red, leather
Compact digital camera	Made by XXX, serial# MK112233 in a black case
Wallet	Brown, leather, bifold, rectangular
Bank card	Issued in my name by XX bank.
Driver's license	Issued in my name by Tokyo Metropolitan Public Safety Commission. Shows my old address.
Mobile phone	iPhone 6, Docomo, black unit in clear case. Phone# 090-1122-3344, SIM# AX1234567890000
Individual Number Card	Issued in my name. * DO NOT write your 12-digit individual number.
* For visitors only (観光客のみ)	Name (名称) Hotel XXX
(1) Name, Address, Phone # of Lodging in Japan (日本での滞在先の名称・所在地・電話番号)	Address (所在地) 1-9-11 Koraku, Bunkyo-ku, Tokyo
	Phone# (電話番号) 0570-550-142
(2) Date of Departure from Japan (日本を出発する日)	28/05/2019 (dd/mm/yyyy)(日)(月)(年)

INSTRUCTIONS: How to Fill Out the Lost Property Report

INSTRUCTIONS:	<p>(1) Address of the property owner</p> <ul style="list-style-type: none">▪ If you stay at someone else's residence, write the main occupant's name with "C/O."▪ If you live in an apartment, write the name of the building and room number.▪ If you give your workplace as Address, include the name of the building, floor number, name of the company, department in the address. <p>(2) Phone number of the property owner</p> <p>Write your home phone, work phone and other contact phone numbers available.</p> <p>(3) Date & Time of Loss</p> <p>Fill in both "FROM (date/time last seen)" and "TO (date/time discovered missing)."</p> <p>(4) Location of Loss</p> <p>Provide information as specifically as possible, such as the area name, street number and street name, or train/bus's route, destination, transfer station and station/stop where you got on/off.</p> <p>(5) Property</p> <ul style="list-style-type: none">▪ List items from largest (e.g., box, bag or wallet) to smallest (e.g., its contents).▪ Provide detailed descriptions, such as brand name, mark/number, shape, material and damaged part.▪ The manufacturer's name or serial number will help especially when you've lost a watch, camera or electronics that do not show your name.▪ You can draw a picture as necessary if your lost property has a unique design.
Note:	<p>(1) The forms available on this website can be officially filed at a police office in Tokyo.</p> <p>(2) The forms must be printed on paper with the following specifications:</p> <ol style="list-style-type: none">a. Japanese Industrial Standards (JIS) size A4b. Plain white paper (Do not use thermal paper or other special papers)