

West Virginia State Treasurer
Division of Unclaimed Property
7300 MacCorkle Avenue South East
Charleston, West Virginia 25304

UNCLAIMED STOLEN PROPERTY REPORT
FORM UP-8A-4

Property Appropriated for Agency Use
(Do Not Include Firearms or Ammunition)

INSTRUCTIONS:

1. Use this form to record any applicable property on or before September 1 of each year. Do not submit property with the report.
2. Complete Form UP-8A-4 with the following information:
 - Item or Evidence Number - this number is assigned by the law enforcement agency to track property within their evidence log. If no number has been assigned at the agency level, then number each item chronologically.
 - Rightful Owner's Name and Address - any information available identifying the rightful owner.
 - Property Description - any identifying information such as make, model, brand, serial number, etc.
 - Rightful Owner Entitled to Property – indicate by checking the appropriate box as to whether the rightful owner is or is not entitled to the property.
 - Estimated Value – estimated value of each item.
 - The appropriate check box must be marked to indicate all property with serial numbers or other verifiable identification has been cleared through the National Crime Information Center (NCIC).
3. Appropriating any property does not necessarily relieve the law enforcement agency from liability to any owner.

INFORMATION:

The Uniform Unclaimed Property Act, §36-8A-2 of the West Virginia Code, in general requires all law enforcement agencies to review their records each year to determine the disposition of all unclaimed stolen property in their possession, at the time of the required filing, and make an annual report to the West Virginia State Treasurer.

The Unclaimed Stolen Property Report may be filed with the West Virginia State Treasurer at any time after the property has been held by a law enforcement agency for at least six months, during which time the rightful owner has not claimed it, for which the chief executive determines that there is no reasonable likelihood of its being returned to its rightful owner, and which the chief executive determines to have no evidentiary value. Within thirty days of receipt of the reported form, the West Virginia State Treasurer will respond with instructions to submit the property to his office or appropriate for agency use.

If you have questions regarding your reporting obligation, please call our office at (304) 558-2937, toll free: 1-800-642-8687 or write to the address above.

If you need additional forms, you may photocopy the blank forms sent to you and complete your report on the photocopy.