

## INSTRUCTIONS: How to Use the Letter of Authorization

The Letter of Authorization is required in case you have someone retrieve lost/found property from the police (A family member living with you does not need to be authorized in writing to pick up property except when claiming mobile phones).

<p>The representative must bring:</p>	<ul style="list-style-type: none"><li>(1) Letter of Authorization from you</li><li>(2) Representative's identification (e.g., driver's license, etc.) *“Notification Card” issued under the Individual Number (My Number) system cannot be accepted as identification for this purpose. Receipt of Found Property or Notification of Found Property (if not available, advise the clerk of the name of the appropriate police station, date reported and report number)</li><li>(3) the clerk of the name of the appropriate police station, date reported and report number</li><li>(4) Notification of Found Mobile Phone from your mobile phone carrier (if not available, advise the clerk of the name of the appropriate police station, date reported, report number and SIM card number or serial number)</li></ul>
<p>Note:</p>	<ul style="list-style-type: none"><li>(1) The forms available on this website can be officially filed at a police office in Tokyo.</li><li>(2) The forms must be printed on paper with the following specifications:<ul style="list-style-type: none"><li>a. Japanese Industrial Standards (JIS) size A4</li><li>b. Plain white paper (Do not use thermal paper or other special papers)</li></ul></li></ul>