FORM 2064 (Rev. 10/16)

STATE OF NEW YORK - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

PERSONAL PROPERTY TRANSFERRED

Facility: _____

Name: _____ DIN: _____

Transferred to: _____ Date: ____ /____/____

Property Shipped Via: _____ Date: ____ /____/____

SEAL NUMBERS

Baggage

Musical Instr.	Typewriter

	CLOTHING **	MAX
	ATHLETIC SUPPORTER	
	BATHROBE	1
	BELT	2
	BOOTS *	
	BOW TIES	2
	EAR MUFFS	
	GLOVES - MITTENS	2
	HANDKERCHIEF (WHITE ONLY) (3)	
	HAT (WINTER)	
	JACKET - WINTER	1
	JACKET - SUMMER	1
	JACKET - RAIN	1
	NECKTIES	
	PAJAMAS	2
	SANDALS *	
	SCARVES (SOLID COLOR ONLY)	2
	SHIRTS (PERSONAL)	6
	SHIRTS ("T")	6
	SHOE (LACES)	
	SHOE (PAIR) *	
	SHOE (SHOWER)	1
	SHOE (OVERSHOE - ARCTIC)	
	SEW KIT - NEEDLES	
	SLIPPERS	1
	SHORTS - BERMUDA	2
	SHORTS - GYM	2
	SNEAKERS *	
	SOCKS (NO POCKETS) (2)	
	SWEAT PANTS	2
	SWEAT SHIRTS (NO HOODS)	3
	SWEATER	2
	THREAD	
	UNDERWEAR - BOXER (2)	
	UNDERWEAR - JOCKEY	
	UNDERWEAR - THERMAL BOTTOMS	2
	UNDERWEAR - THERMAL TOPS	2
	YARN	
	EDUCATIONAL SUPPLIES	
	BOOKS	25
	BOOKS - LEGAL	
	BOOKS - PRAYER	
	BOOK - DICTIONARY	
	BOOK - ADDRESS	
	BOOK - RULE	
	CRAYONS	
	ENVELOPES	
	ERASERS	
	LEGAL PAPERS +	
	LETTERS	
	MAGAZINES	14
	NEWSPAPERS	7
	PAPER - WRITING PADS	
	PENCILS	
	PENCIL - MECHANICAL	
	PENCIL - SHARPENER, MECHANICAL	
	PENS	
	PAINT BRUSHES	
	PHOTOS	
	PHOTO ALBUMS	
	POSTER	
	RULER	
	STAMPS	50
	TAPE (TRANSPARENT MASKING)	
	TAPES - CASSETTE	25
	TAPE CASSETTE CONTAINER	
	FOOD ITEMS	
	CANS	
	BOXES	
	POUCHES/BAGS	

	UTENSILS	MAX
	BOWLS	2
	CAN OPENER	1
	CUPS	2
	DRINKING CONTAINER	2
	COFFEE POT	
	FOOD STORAGE CONTAINER	
	FORKS - PLIABLE	
	HOT POT	1
	SPOONS - PLIABLE	
	THERMOS BOTTLE	1
	GLASSES	
	GLASSES - EYE (1)	
	GLASSES CASE - EYE	
	GLASSES - SUN, NON-REFLECTIVE	
	PERSONAL LINEN	
	BLANKET	1
	PILLOW CASE	2
	RUG, 3 x 5	1
	SHEETS	4
	TOWELS (1)	
	WASH CLOTHS (1)	
	TOBACCO PRODUCTS	
	CIGARETTES - PACKS	30
	CIGARETTE - PAPER	
	CIGARETTE - ROLLER	
	CIGARS	80
	LIGHTERS - BUTANE	2
	PIPE - SMOKING	
	PIPE - CLEANERS	
	SNUFF	30oz.
	TOBACCO - CHEWING	30oz.
	TOBACCO - POUCH	18oz.
	TOILETRIES / COSMETICS	
	BRUSH - HAIR (1)	
	COCOA BUTTER	
	COLOGNE - STICK TYPE	
	COMB - AFRO (1)	
	COMB - REGULAR	
	NAIL CLIPPERS	1
	CREAM - SHAVING	
	CREAM RINSE	
	DEODORANT - STICK TYPE (1)	
	DENTURE ADHESIVE	
	DENTURE CLEANSER (1)	
	EMERY BOARD	
	HAIR CREAM OR LOTION (1)	
	HAIR NET	
	LOTION - AFTERSHAVE	6
	LOTION - BABY	
	LOTION - HAND	
	LOTION - OIL MINERAL	
	MIRROR (PLASTIC ONLY, 8" x 10")	
	MOUTHWASH	
	PENCIL - STYPTIC	
	POWDER - FOOT	
	POWDER - TALCUM	
	SAFETY PINS	
	SHAMPOO (1)	
	SHAVING BRUSH	
	SOAP BAR (1)	
	SOAP DISH	
	SOAP LAUNDRY	
	SOAP SHAVING	
	TOOTHBRUSH (1)	
	TOOTH BRUSH CASE	
	TOOTH PASTE (1)	
	TOOTH POWDER	
	TWEEZERS	1
	SCENTED OILS	

	RECREATIONAL SUPPLIES	MAX
	BASEBALL CAP	4
	BASEBALL SHOES w/rubber cleats*	
	CHECKERBOARD	
	CHECKERS	
	CHESS SET	
	COMBINATION LOCK	
	DOMINOS	
	GLOVES - BASEBALL	
	GLOVES - HANDBALL	
	HANDBALLS	
	JIGSAW PUZZLE	
	PLAYING CARDS	
	TENNIS BALLS	
	RELIGIOUS ARTICLES	
	REL. BOOKS (BIBLE, KORAN, ETC.)(1)	
	(DESCRIBE)	
	RELIGIOUS HEADCOVERING (1)	
	(DESCRIBE)	
	RELIGIOUS PENDANT (1)	
	(DESCRIBE)	
	RELIGIOUS BEADS (1)	
	(DESCRIBE)	
	TEFILLIN (Phylacteries) (1)	
	PRAYER RUG	1
	FEMALE ITEMS	
	BLOUSES (1)	
	BRAS (2)	
	FACIAL MAKE-UP	
	GIRDLE	
	HAIR FASTENERS	
	HAIR SPRAY (NON AEROSOL)	
	HOSIERY/STOCKING/PANTY HOSE	
	NIGHT GOWNS	
	PANTIES (2)	
	PERFUME/COLOGNE (NON AEROSOL)	
	SHAWLS (1 YD)	

	SPECIAL PERMIT ITEMS	MAX
	CALCULATOR	1
	SERIAL #	
	BRAND	
	ELECTRIC RAZOR/TRIMMER	1
	FAN	1
	HAIR DRYER/BLOWER	1
	SERIAL #	
	BRAND	
	HEADPHONES	1
	SERIAL #	
	BRAND	
	LAMP 20" MAX. U.L.	1
	LAMP SHADE	1
	MUSICAL INSTRUMENT	1
	RADIO/TAPE PLAYER/COMBO	1
	SERIAL #	
	BRAND	
	STRAINER - COOKING	
	TYPEWRITER	1
	SERIAL #	
	BRAND	
	MISCELLANEOUS	
	BATTERIES	
	BUCKET (PLASTIC) 3 GAL.	1
	CALENDAR	
	EXTENSION CORD	
	HANGERS (PLASTIC)	
	WATCH (1)	1
	SERIAL #	
	BRAND	
	WATCH BAND	
	WATCH BATTERY	
	WEDDING BAND (1)	1
	ADAPTER (AC/DC)	
	NET BAG	
	WALLET	
	OUT TO COURT - STATE ISSUE	
	KHAKI TROUSERS (MALE) (1)	
	KHAKI SLACKS (FEMALE) (1)	
	WHITE SHIRT (MALE) (1)	
	WHITE BLOUSE (FEMALE) (1)	
	SNEAKERS (1)	
	JACKET (1)	
	BELT (1)	

WHEN PROCESSING OUT-TO-COURT INMATES, THE GRAY BACKGROUND AND CORRESPONDING NUMBERS DENOTE OUT-TO-COURT PROPERTY LIMITATIONS. NO OTHER PROPERTY SHALL BE LISTED ON THIS FORM FOR OUT-TO-COURT INMATES.

NO STATE PROPERTY SHALL BE LISTED ON THIS FORM

NUMBER OF BAGS ☐ TYPWTR ☐ INSTRU ☐ DATE ___/___/____

PACKED AT: _____

PACKED BY (Print): _____

☐ I HAVE COMPLETED EXPRESS MAIL REQUEST & DISBURS. FORM

☐ I DON'T WANT EXPRESS MAIL

☐ I HAVE COMPLETED CHANGE OF ADDRESS FORM

☐ I WILL PAY POSTAGE TO FWD. PACKAGES (Except Work Release)

☐ I WILL NOT PAY POSTAGE TO FORWARD PACKAGES

☐ **I AM NOT LEAVING ACTIVE LEGAL CASE MATERIAL BEHIND** AND I HAVE BEEN INSTRUCTED TO INCLUDE ALL ACTIVE LEGAL MATERIAL IN MY 4-BAG LIMIT.

☐ INMATE DID NOT HAVE OPPORTUNITY TO CHECK BOXES

OFFICER (Sign): _____

INMATE (Sign): _____

RECEIVED AT: _____ DATE ___/___/____

CHECKED BY: (Print): _____

(Sign): _____

INMATE ACKNOWLEDGEMENT (Sign): _____

* FOOTWEAR TOTAL 4 ** MAX = MAXIMUM ALLOWABLE QUANTITIES

\+ if the inmate has an active legal case he may have one additional draft bag of legal materials

DISTR: WHITE - RECEIVING FACILITY (HEAD CLERK)
CANARY - RECEIVING FACILITY (RETURN TO TRANSFERRING FACILITY)
PINK - RECEIVING FACILITY (INMATE'S COPY)
GOLDENROD - TRANSFERRING FACILITY RECORDS