



# OPERATION IDENTIFICATION

## - Property Recording Program -

This is no longer a mandatory part of the NCW program in order for your neighborhood to receive NCW street signs, but

**ONLY residents who complete Operation ID will receive window and door decals.**

Remember, this documentation (along with receipts) is the ONLY way you can reclaim lost or stolen property!

**FOR YOUR RECORDS ONLY - NCW / APD DOES NOT KEEP COPIES!**

### OPERATION ID:

**Step 1.** Inventory List

**Step 2.** Photographs (use 35mm or Digital Camera - NO VIDEO OR POLAROID)

**Step 3.** Mark items with your Alaska Drivers Licence number (optional)

**Step 4.** Make **two copies** of your photos and inventory list. Store one copy of your inventory list and one set of photo prints (printed or on cd) in a secure place in the home (do not store this info solely on your computer!) Keep another copy of the inventory and complete set of prints at a trusted friend or relative's home, or a safe deposit box.

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### SOME THINGS TO RECORD:

Art/Collectibles	Car Stereo/Speakers	Musical Instruments
Appliances	Computers	Office Equipment
ATV's	Deluxe Auto Wheels	Power/Specialty Tools
Bicycles	Electronics	Skateboards
Binoculars	Firearms	Sports Equipment
Boat/Car Batteries	Hunting & Fishing Gear	Snow Blower
BBQ	Jewelry	Stereo Equipment
Cameras	Lawn Mower	Telephones
CD Players	Motorcycles	Video Cameras
		Weed Trimmer

### STEP 1. - INVENTORY LIST - MAKING A PERMANENT RECORD

- Record the **make, model, serial number, size, color and any other identifying characteristics** of your personal property using notebook paper, an Excel spreadsheet, computer inventory program, an insurance company's inventory booklet, or whatever you wish. Make two copies of your final list: keep one in a safe place in the home and a second copy outside the home (such as a safe deposit box, a trusted family member or file at the office). **FOR YOUR RECORDS ONLY - NCW/APD DOES NOT KEEP COPIES!**

### STEP 2. - PHOTOGRAPHY

- Use a digital camera or a 35 mm camera that can yield a negative (preferably color) so you can make additional photos or have a particular photo enlarged.
- **DO NOT** use a old 'disc', 110 camera, video or an instant photo camera such as a Polaroid.
- If you don't have a camera, a disposable 35mm color camera with the built-in flash is great.
- Items like art or jewelry, place a ruler or tape measure by the item for size comparison. Place on solid colored background.
- Remember, the better the photo, the better evidence you have. Don't get too close when taking photos of jewelry unless you have the equipment to do so.
- Print out two sets of photos; and copy digital photos to a cd, dvd or 'jump drive'.

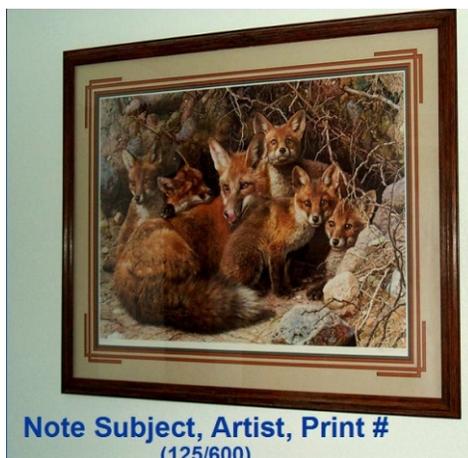
### STEP 3 - MARKING (optional)

If you are etching your AK Driver's License Number onto property as an additional step, place your marking near the serial number, plate or tag where it would best be noted by a property technician. **DO NOT** mark on firearms, collectibles, artwork, antiques, jewelry, silverware, musical instruments etc.

# Operation ID: Inventory/Photos/Marking-Etching



To go along with your Inventory list which includes description, make model and serial numbers, take 35 mm photos or digital photos to match the items on your list. You can take pictures of labels, but be sure to include non-electronics, too, like artwork, jewelry, musical instruments, tools, etc.



Photograph your jewelry, collectibles and artwork on a solid background, with a ruler or coins for size reference.



Use a NCW etching pen or electric engraver to put your Alaskan Driver's Licence number on your valuables (not on artwork or collectibles!)

