

SIXTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

Authorization To Change Personal Property Pick-Up

(Check appropriate residential facility)

Lary A. Nelson Center  
1001 29<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404  
Phone: 319-398-3600  
Fax: 319-297-3590

Gerald R. Hinzman Center  
1051 29<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404  
Phone: 319-398-3668  
Fax: 319-398-3671

Hope House  
2501 Holiday Rd  
Coralville, IA 52241  
Phone: 319-625-2202  
Fax: 319-625-2659

**Fax**

To: \_\_\_\_\_ From: Lary A. Nelson/Gerald R. Hinzman/Hope House Staff

Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Resident: \_\_\_\_\_

Please deliver to the above resident

I am requesting that the authorization of the person who is allowed to pick up my personal belongings be changed to the person listed below:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

If the above information is not filled out in its entirety, the change will not be accepted. This document must be returned to the  Lary A. Nelson Center  Gerald R. Hinzman Center  Hope House before the change can take place, and the property must still be at the facility. (Legal documents can be mailed from most county jails free of charge.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*FOR PUBLIC INFORMATION ONLY*