

DEPARTMENT OF HOMELAND SECURITY
CUSTODY RECEIPT FOR PERSONAL PROPERTY/PROPERTY PASS

DESCRIPTION OF PROPERTY *(Include make, model, serial number, barcode number)*

PROPERTY ISSUED TO

NAME *(LAST, FIRST, MI)*

ORGANIZATION

BUILDING / ROOM

PHONE NUMBER

E-MAIL ADDRESS

PROPERTY OWNER

EXPIRATION DATE

FOR GOVERNMENT-OWNED PROPERTY

The property recipient will be relieved of accountability for this property by surrendering it to the Property Custodian in exchange for this receipt upon demand, transfer, or separation from the Government. The property must be surrendered to the Department immediately upon request.

I understand that I am personally responsible for the property identified above, and that I may be held pecuniarily liable for its loss or damage, unless otherwise relieved of responsibility by Board of Survey action.

I understand that the property is FOR OFFICIAL USE ONLY and it may not be transferred except by return to or approval of the issuing official.

SIGNATURE OF PROPERTY RECIPIENT

DATE

ISSUING OFFICIAL *(Typed or Printed Name & Signature)*

DATE

PROPERTY MAY BE REMOVED FROM THE PREMISES? YES

REMOVAL AUTHORIZED/RESTRICTED BY

SIGNATURE OF AUTHORIZING OFFICIAL _____

DHS Form 560-1 (3/05)

Distribution of Copies:

- Original – Issuing Official
- Copy 1 – Office of Asset Management/Administrative Services
- Copy 2 – Property Recipient

INSTRUCTIONS FOR COMPLETING DHS FORM 560-1, CUSTODY RECEIPT FOR PERSONAL PROPERTY/PROPERTY PASS

General. This form must be prepared by a Property Custodian or other Authorized Official for all controlled personal property that is issued for individual use. It is also used to authorize the removal of privately-owned property from a Government facility.

Explanation of blocks. Fill in as follows:

1. Complete description of the property, including make, model, serial number and barcode number.
2. Name of individual receiving property or the owner of the property (for privately-owned property).
3. Property recipient's organizational component.
4. Building name (or address) and room number of property recipient.
5. Office telephone number of property recipient.
6. E-mail address of property recipient
7. Choose the property owner from the drop-down list.
8. Date by which the property must be returned, or the last day privately-owned property may be removed from the premises.
9. Signature of property recipient.
10. Date signed by property recipient.
11. Printed name and signature of Property Custodian, Accountable Officer, or other Issuing Official.
12. Date signed by Issuing Official.
13. Choose Yes or No from the drop-down list to indicate whether the property may be removed from the premises.
14. Use the drop-down list to choose the name of the official who authorized or restricted the removal of the property. The Authorizing Official must also sign the Custody Receipt.

Note: For Government-owned property, all blocks must be filled in.
For privately-owned property, fill in the blocks in the "Property Issued To" section, choose Yes (Property may be removed from the premises), and enter name/signature of authorizing official.

Distribution of Copies. The original signed copy shall be retained by the Issuing Official. One copy must be forwarded to the Office of Asset Management, Administrative Services, Management Directorate. A second copy shall be retained by the property recipient as evidence of authorization to remove the property from the premises.