

## **Procedures:**

- 1) Engravers and registration cards usually can be borrowed free of charge from all Dallas Police Substations and Dallas Public Libraries. Engravers also may be purchased at most home improvement centers. Call your substation or local library to check on availability of an engraver pen before going to borrow it. A driver's license or some form of identification may be required.
- 2) If you are not sure how to use the engraver, ask an officer or a librarian. Property should be marked on a permanent, non-removable part, in a place that can be seen without dismantling the object. Use the engraver to etch the letters TXDL and your license number on the object.
- 3) Prepare an inventory listing of valuable property in your home, including serial numbers if applicable. Photograph items that cannot be easily marked. Keep these documents in a safe place.
- 4) Return the engraver promptly.
- 5) Place Operation ID decals in prominent places on your windows and doors.
- 6) Be sure to mark all new property as it is acquired and update your inventory list.

Additional Information: Texas ID numbers issued through the Department of Public Safety also may be used to mark property. If you do not have a Texas DL or a Texas ID number, ICPCU can issue a Property ID number that is registered in the Operation ID files at the Police Department. This PI number also can be used by businesses for the purposes of marking business property.

Operation ID brochures with registration forms are available through your substation. For more information call the Northeast NPO Unit at 214-670-4762.