



Request to store or sign out prison art owned by a prisoner

This form is to be completed where a prisoner requests to store or sign out their prison art (produced and owned by the prisoner in accordance with [Policy Directive 46 – Art Produced by Prisoners](#)).

Reception Officers are to ensure that a photograph of the artwork is stored on TOMS. One form per piece is to be completed. The storage and signing out or prisoner artwork shall be further managed in accordance with [Policy Directive 42 – Prisoner Property](#).

Prisoner’s full name: _____
File number: _____
Prison: _____
Date: _____

Item title (and description):	Medium:	Cost of materials
Prisoner artist’s signature: _____		

By signing the above, the prisoner acknowledges that the Department shall not be responsible for any loss or damage to stored artwork, other than that specified in [Policy Directive 42 – Prisoner Property](#).

To be completed by an education or recreation staff member who is familiar with the prisoner’s work:

I declare that the works listed above are the authentic and original work of the prisoner artist specified above.

Officer’s name: _____
Officer’s signature: _____
Date: _____

Once completed, the original form is to be kept with the article to be stored.