



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Unclaimed Property*

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**SAFE DEPOSIT BOX INVENTORY FORM OF PROPERTY PRESUMED UNCLAIMED**

**IMPORTANT: Mark Shipping Carton "Deliver Unopened"**

**MAIL CONTENTS TO:**

State of Florida  
Department of Financial Services  
Division of Unclaimed Property  
200 East Gaines Street  
Tallahassee, FL 32399-0360

Unclaimed Property Identification Number (UPID) \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_ Branch # \_\_\_\_\_

Branch Location/Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Safe Deposit Box # \_\_\_\_\_ Date Drilled \_\_\_\_\_ Rent Due \$ \_\_\_\_\_

Drilling Fee \$ \_\_\_\_\_ Prepared By \_\_\_\_\_

Operations Officer \_\_\_\_\_ Date Prepared \_\_\_\_\_

Notary Public \_\_\_\_\_ Date Notarized \_\_\_\_\_

**Contents Returned to Owner:**

Date Claimed by Owner \_\_\_\_\_ Owner's Signature \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name \_\_\_\_\_

Safe Deposit Box # \_\_\_\_\_

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Y/M = Yellow Metal

CONVERT ALL FACE VALUE MONIES TO CHECK PAYABLE TO:

W/M = White/Silver Colored Metal

DEPARTMENT OF FINANCIAL SERVICES

QTY	SB 01-JEWELRY	QTY	SB 13-US GOLD	QTY	SB 08-NUMISMATIC US BILLS
	Y/M NECKLACES		U.S. \$50.00 GOLD COINS		U.S. \$10,000.00 BILLS
	Y/M NECKLACE W/PENDANTS		U.S. \$20.00 GOLD COINS		U.S. \$1,000.00 BILLS
	Y/M NECKLACE W/STONES		U.S. \$10.00 GOLD COINS		U.S. \$500.00 BILLS
	NECKLACE W/PEARL LIKE BEADS		U.S. \$5.00 GOLD COINS		U.S. \$100.00 BILLS
	Y/M RINGS		U.S. \$2-1/2 GOLD COINS		U.S. \$50.00 BILLS
	Y/M RING W/STONES		U.S. GOLD PROOF/MINT SETS		U.S. \$20.00 BILLS
	Y/M RING W/BEADS		<b>TOTAL # OF COINS (IN SET)</b>		U.S. \$10.00 BILLS
	Y/M BRACELETS		U.S. PLATINUM COINS		U.S. \$5.00 BILLS
	Y/M BRACELET W/STONES				U.S. \$2.00 BILLS
	Y/M BRACELET W/CHARMS		<b>SB 03-NUMISMATIC COINS</b>		U.S. \$1.00 BILLS
	BRACELET W/PEARL LIKE BEADS		U.S. 1-DOLLAR COINS LOOSE		FRACTIONAL CURRENCY
	Y/M PIN / BROOCHES		U.S. 1-DOLLAR ROLLS		CONFEDERATE \$1000 BILLS
	Y/M PIN / BROOCH W/STONES	<b>QTY</b>	U.S. 1-DOLLAR PARTIAL ROLLS		CONFEDERATE \$500 BILLS
	Y/M PIN / BROOCH W/BEADS		U.S. 1-DOLLAR COIN BOOKS		CONFEDERATE \$100 BILLS
	Y/M CHARM / PENDANTS		<b>TOTAL # OF COINS IN BOOKS</b>		CONFEDERATE \$50.00 BILLS
	Y/M PAIR OF CUFFLINKS				CONFEDERATE \$20.00 BILLS
	Y/M SINGLE CUFFLINKS		U.S. 50-CENT COINS LOOSE		CONFEDERATE \$10.00 BILLS
	Y/M CAMEO STYLE PIN/PENDANT		U.S. 50 CENT COIN ROLLS		CONFEDERATE \$5.00 BILLS
	W/M CAMEO STYLE PIN/PENDANT		U.S. 50 CENT PARTIAL ROLLS		CONFEDERATE \$ 2.00 BILLS
	Y/M PAIR OF EARRINGS		U.S. 50-CENT COIN BOOKS		CONFEDERATE \$1.00 BILLS
	Y/M PAIRS EARRINGS W/STONES		<b>TOTAL # OF COINS IN BOOKS</b>		
	Y/M SINGLE EARRINGS			<b>QTY</b>	<b>SB 09-FOREIGN PAPER CURRENCY</b>
	Y/M SINGLE EARRING W/STONES		U.S. 25-CENT COINS LOOSE		
	GEMSTONES		U.S. QUARTER ROLLS		
	W/M NECKLACES		U.S. QUARTER PARTIAL ROLLS		
	W/M NECKLACE W/PENDANTS		U.S. 25-CENT COIN BOOKS		
	W/M NECKLACE W/STONES		<b>TOTAL # OF COINS IN BOOKS</b>		
	W/M RINGS				<b>SB 10-FOREIGN COINS</b>
	W/M RING W/STONES		U.S. 10-CENT COINS LOOSE		
	W/M BRACELETS		U.S. 10-CENT COIN ROLLS	<b>QTY</b>	
	W/M BRACELET W/STONES		U.S. 10-CENT PARTIAL ROLLS		
	W/M BRACELET W/CHARMS		U.S. 10-CENT COIN BOOKS		FOREIGN COIN SET
	W/M PIN / BROOCHES		<b>TOTAL # OF COINS IN BOOKS</b>		TOTAL # OF COINS (IN SET)
	W/M PIN/BROOCH W/STONES				
	W/M CHARM/PENDANTS		U.S. 5-CENT COINS LOOSE		<b>SB 14-FOREIGN GOLD COIN(S)</b>
	W/M SINGLE CUFFLINKS		U.S. 5-CENT COIN ROLLS	<b>QTY</b>	<b>SB 15-FACE VALUE (F/V) MONIES</b>
	W/M PAIR OF CUFFLINKS		U.S. 5-CENT PARTIAL ROLLS		\$100.00 BILLS F/V
	W/M PAIR OF EARRINGS		U.S. 5-CENT COIN BOOKS		\$50.00 BILLS F/V
	W/M PAIR EARRINGS W/STONES		TOTAL # OF COINS IN BOOKS		\$20.00 BILLS F/V
	W/M SINGLE EARRINGS				\$10.00 BILLS F/V
	W/M SINGLE EARRING W/STONES		U.S. 1-CENT (PENNY)		\$5.00 BILLS F/V
	MISC. JEWELRY PIECES		<b>U.S. 1-CENT PENNY ROLLS</b>		\$1.00 BILLS F/V
	EARRING BACKS, CLASPS, ETC		U.S. 1-CENT PARTIAL ROLLS		\$0.50 CENT COINS F/V
	TIE TACKS & TIE CLIPS		U.S. 1-CENT PENNY BOOKS		\$0.25 CENT COINS F/V
	TUXEDO BUTTONS / STUDS		<b>TOTAL # OF COINS IN BOOKS</b>		\$0.10 CENT COINS F/V
	MISC. PINS				\$0.05 CENT COINS F/V
	MISC. NECKLACES				\$0.01 CENT COINS F/V
	MISC. BRACELETS				<b>CONVERTED TO CHECK #:</b>

Y/M = Yellow Metal

W/M = White/Silver Colored Metal

QTY	SB 02-WATCHES	QTY	SB 07-MISCELLANEOUS VALUABLES	QTY	SB 07-MISCELLANEOUS VALUABLES CONTINUED
	Y/M WATCH W/BANDS		ARROW HEADS		PICTURES, PAINTINGS
	Y/M WATCH W/STONES		BASEBALLS		POCKET KNIFE / KNIVES
	Y/M WATCH NO BANDS		BASEBALL CARDS		PRAYER BEADS (ROSARY)
	Y/M POCKET WATCHES		BELT BUCKLES		SILVER BOWLS
	Y/M POCKET WATCHES W/CHAIN		BEZELS: COIN, JEWELRY		MISC. SOUVENIRS
	Y/M POCKET WATCHES W/CHAIN & POCKET KNIFE		BINOCULARS		KEYS
	<b>MISC. WATCH PARTS:</b>		CALCULATORS		LETTER OPENERS
	BEZELS, BANDS. LINKS, ETC.		CAMERAS		SILVER CANDLE HOLDER
	WATCH CHAINS		CARVED PIECES		SILVER FORKS
	W/M WATCH W/BANDS		CHANGE PURSE OR PURSE		SILVER INGOTS
	W/M WATCH W/STONES		CLOCKS		SILVER KNIFE / KNIVES
	W/M WATCHES NO BAND		COMMEMORATIVE (COMM) MEDALLION		SILVER MEDALLIONS
	W/M POCKET WATCHES		<b>COMM. MEDALLION SETS</b>		SILVER SERVING PIECES
	W/M POCKET WATCHES W/CHAIN		TOTAL # OF MEDALLIONS		<b>SILVER SETS (# OF PIECES IN ALL SETS)</b>
	W/M POCKET WATCHES W/CHAIN & POCKET KNIFE		COMPACTS		SILVER SPOONS
			EYEGLASSES		SILVER TRAYS
<b>QTY</b>	<b>SB 12-U.S. SAVINGS BONDS</b>		FOREIGN STAMPS		SOUVENIR SPOONS
	U.S. SAVINGS BONDS \$10,000.00		FOREIGN STAMP BOOKS		SPORTS MEMORABILIA
	U.S. SAVINGS BONDS \$1,000.00		# OF STAMPS IN BOOKS		SWEATER GUARDS
	U.S. SAVINGS BONDS \$500.00		GOLD BARS		THIMBLES
	U.S. SAVINGS BONDS \$100.00		GOLD CAPPED TEETH		U.S. STAMPS
	U.S. SAVINGS BONDS \$75.00		HARMONICAS		U.S. STAMP BOOKS
	U.S. SAVINGS BONDS \$50.00		HISTORICAL DOCUMENTS		<b># OF STAMPS IN BOOKS</b>
	U.S. SAVINGS BONDS \$25.00		KNIFE / KNIVES		W/M KEY CHAINS
			MANICURE SETS		W/M LIGHTERS
<b>QTY</b>	<b>SB 05-BONDS (NOT SAVINGS BONDS)</b>		<b>TOTAL # OF PIECES IN SET</b>		W/M MONEY CLIPS
	OTHER BONDS Example (State of Israel)		MILITARY PINS		WALLETS
	BEARER BONDS		MISC. BOOKS ALL KINDS		WAR MEDALS
			MISC. BOTTLES, PERFUME, PILL		WHISTLES
			MISC. BUTTONS		Y/M KEY CHAINS
			MISC. DAMAGED COINS		Y/M LIGHTERS
			MISC. PINS		Y/M MONEY CLIPS
<b>QTY</b>	<b>SB 11-CHECKS</b>		MISC. SHELLS		
	CERTIFICATE OF DEPOSIT		MISC. TOKENS		<b>SB 06-PERSONAL DOCUMENTS</b>
	TRAVELER'S CHECKS		MISCELLANEOUS BOXES		
	THIRD PARTY CHECKS		(PILL, WOOD, TIN, GLASS, JEWELRY)		
	OTHER CHECKS		MISC. ROCK(S)/STONE(S)		
			MISC. SILVER PIECES		
			MUSIC BOXES		
			NAPKIN RINGS		
			OLD MAGAZINE, COLLECTABLE		
			OLD NEWSPAPER, COLLECTABLE		
			PEN/PENCILS		
			PEN-PENCIL SET / REFILLS		
			<b>NUMBER OF PIECES</b>		

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[illegible]

**TO LIST CONTENTS OF SAFE DEPOSIT BOXES CONTAINING SEVERAL ITEMS IN DIFFERENT CONTAINERS (I.E. JEWELRY ROLLS, BOXES, WRAPS, ETC.), LIST THE CONTAINER, QUANTITY, THEN THE ITEMS IN THE CONTAINER.**

[illegible]



**DEPARTMENT OF FINANCIAL SERVICES**  
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**GUIDELINES FOR USING SAFE DEPOSIT BOX**

**BANK INVENTORY FORM DFS-UP-155**

Attempting to capture the exact description of an item can be difficult and time consuming. DFS-UP-155 has been created to assist financial institutions with the inventory of unclaimed safe deposit box contents and is designed to succinctly capture pertinent information. The categories listed are listed in **bold** print and are followed by a brief description of item(s) with a space next to the description where financial institutions can place the quantity inventoried. In the event a description is not listed for an item, it may be neatly printed on the last page of the form in the blank space provided.

For example: A safe deposit box containing 3 yellow metal rings with different colored stones would be included on the DFS-UP-155 inventory sheet by writing the quantity of 3 next to the description Y/M RING W/STONES. See the excerpt of the table below.

QTY	<b>SB 01-JEWELRY</b>	QTY	<b>SB 13-US GOLD</b>	QTY	<b>SB 08-NUMISMATIC US BILLS</b>
	Y/M NECKLACES		U.S. \$50.00 GOLD COINS		U.S. \$10,000.00 BILLS
	Y/M NECKLACE W/PENDANTS		U.S. \$20.00 GOLD COINS		U.S. \$1,000.00 BILLS
	Y/M NECKLACE W/STONES		U.S. \$10.00 GOLD COINS		U.S. \$500.00 BILLS
	NECKLACE W/PEARL LIKE BEADS		U.S. \$5.00 GOLD COINS		U.S. \$100.00 BILLS
	Y/M RINGS		U.S. \$2-1/2 GOLD COINS		U.S. \$50.00 BILLS
3	Y/M RING W/STONES		U.S. GOLD PROOF/MINT SETS		U.S. \$20.00 BILLS
	Y/M RING W/BEADS		<b>TOTAL # OF COINS (IN SET)</b>		U.S. \$10.00 BILLS
	Y/M BRACELETS		U.S. PLATINUM COINS		U.S. \$5.00 BILLS

However, if you prefer to list the items separately, please neatly write the descriptions on the last page of the DFS-UP-155 inventory form.

If you should have any questions, please contact the Department of Financial Services, Division of Unclaimed Property, by calling (850) 413- 5722 or by emailing [FloridaUnclaimedProperty@MyFloridaCFO.com](mailto:FloridaUnclaimedProperty@MyFloridaCFO.com).