



UNDOCUMENTED PROPERTY CLAIM FORM

Please complete all sections of this document and forward it, along with supporting documentation, to the museum representative below:

The Valentine
Attn: Registrar/Collections Manager
1015 East Clay Street
Richmond, VA 23219

Claimant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Suite #
City State ZIP Code

Email address: _____

Telephone number: _____

Public Posting Information

Title of Publication: _____

Edition/Date: _____

Object as listed: _____

Documentation

All claimants must establish their identity and entitlement to the property sought. If you are aware of any other individuals who may be valid claimants, you must notify the Valentine in writing at the submission of this claim form. The museum will consider a claim to be validated if the following forms of evidence are provided (please check all that apply):

- Proof you are the donor
- Proof of your relationship to the donor
- Original museum documentation

A combination of two the following will be accepted in lieu of original museum documentation:

- Unique identification of the property
- Correspondence relating to the item
- Last will and testament detailing transfer of the item to next of kin
- Oral history (please describe below):

Acquiring Title to Found-in-Collection Objects

Pursuant to Title 55.1-2606 *Acquiring title to undocumented property* of the Code of Virginia, the museum shall have the authority to acquire legal title to undocumented property if the museum can verify through written records that it has held such property for five years or longer, during which period no valid claim to the property has been asserted and no person has contacted the museum regarding the property, by complying with the following procedure:

1. The museum shall cause to be published a notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located and in a newspaper of general circulation in the county or city of the lender's last known address if different from the county or city in which the museum is located. The notice shall include:
 - a. A brief and general description of the undocumented property;
 - b. The date or approximate date of the loan or acquisition of the property by the museum, if known;
 - c. Notice of the museum's intent to claim title to the property if no valid claims are made within 65 days following the date of the first publication of the notice under this subdivision 1;
 - d. The name, address, and telephone number of the representative of the museum to contact for more information or to make a claim; and
 - e. If known, the name and last known address of the lender.
 2. If no valid claims have been made by the end of the 65-day period following the date of the first publication of the notice under subdivision 1 c, the museum shall cause to be published a second notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located and in a newspaper of general circulation in the county or city of the lender's last known address if different from the county or city in which the museum is located. The second notice shall include:
 - a. A brief and general description of the undocumented property;
 - b. The date or approximate date of the loan or acquisition of the property by the museum, if known;
 - c. Notice that the museum claims title to the property as of the date of the end of the 65-day period following the date of the first publication of the notice under subdivision 1; and
 - d. If known, the name and last known address of the lender.
- B. Upon compliance with the requirements set forth in subsection A, clear and unrestricted title is transferred, as of the date specified in subdivision A 1 c, to the museum and not to the Commonwealth.

Claims for Property

The Valentine Museum will publish as public notice the intent to acquire title to the property. A claim must be submitted by completing the "Undocumented Property Claim Form" (see attached). If a valid claim of ownership is submitted, the museum will investigate the claim within 90 days unless it is clear that it is unsupported or unsubstantiated. It is the responsibility of the museum to balance protection of the legitimate intent of the donor with the valid interest of a claimant; therefore, the museum will consider a claim to be validated if the following forms of evidence are satisfied:

- Identity of the claimant or relationship to the original claimant can be verified
- Original museum documentation or a combination [how many?] of the following is provided:
 - Unique identification of the property
 - Correspondence relating to the item
 - Last will and testament detailing transfer of the item to next of kin
 - Oral history

Museum staff will review the evidence and notify the claimant of its determination via certified mail. If museum staff cannot complete a determination after suitable evidence has been provided and research conducted, final determination will fall to a subcommittee of the Board of Trustees.

If multiple claims to ownership are submitted, the museum will defer a determination until the various claims are resolved by agreement or legal action. If the museum verifies that multiple claimants are joint owners, the museum will ensure that all parties agree to final disposition of the property before taking action.

If the museum is satisfied that a claimant(s) is entitled to take possession of the property, the museum will enter into an agreement regarding disposition. Possession of the property by the claimant(s) must be taken within 6 months of the agreement but for good cause shown.

The Valentine Museum dba The Valentine

For Staff Use Only

Date Received: _____

Method of Delivery: _____

Signature: _____