Corpus Christi Police Department
Auto Theft Task Force
Vehicle Demand Letter Process

When a Demand Letter is Needed

When a person was allowed access to or was given permission to operate your vehicle for any period of time for any reason or has previously had permission to operate your vehicle and they refuse to return it, you must complete the demand letter process prior to reporting the vehicle as stolen.

Status of your Vehicle and Police Response

You were the last person with care, control and custody of your vehicle. YOU must complete ALL of the following steps. There will not be a criminal investigation or police response until all of the following steps have been completed.

Complete the UUMV form letter provided

You can use the form letter provided or type your own. If you create your own letter, proper wording is important. Make certain exact vehicle information, specific demands and time frame to return vehicle as seen on the form letter are included.

Certified Mail Letter

YOU must complete a UUMV demand letter, sign it and then go to a US post office or mail store and have it mailed as "Certified Mail with Return Receipt Requested". The letter must be addressed to the "offender" and mailed to their last known address. You are responsible for any postal charges. **It is recommended that you make a copy of signed letter for your records**

About the "Last Known Address"

We understand that their last known address may have been your address, it may be a hotel or it may be an address from which they recently moved. Send the certified letter with return receipt to the address regardless of the circumstances.

One of two things will happen after the "Certified Letter/Return Receipt Requested" is mailed

1. The letter will be returned because the "offender" did not sign for it in which case the US Postal Service will document the fact on that letter and receipt and return both to you. This is the required proof needed to show you "attempted" notification. If you receive the returned unopened letter back from the United States Postal Service and the vehicle has not been returned, the demand letter process is complete, and you can call the CCPD Auto Theft Task Force to make an appointment.

2. The "offender" received and signed for your letter on the "return receipt". In this case the US Postal Service will give you a "return receipt" and this is your required proof. If you receive the signed certified mail receipt showing the letter was delivered, **you must wait ten days after the date the letter was delivered.** If the vehicle has not been returned, you can call the CCPD Auto Theft Task Force to make an appointment.

KEEP YOUR <u>UNOPENED</u>, *RETURNED* CERTIFIED LETTER or RETURN RECEIPT. Do not open the letter—leave it sealed. The prosecutor and detective will need this evidence

After Completing the Process

After you have completed the aforementioned process your vehicle identifiers will be entered as STOLEN into both the Texas Crime Information Center and the National Crime Information Center (TCIC/NCIC). This means that if an officer runs the license plate and/or VIN through their computer system, the vehicle will show *stolen*.

When your Vehicle is Located

Your vehicle will be impounded by the Law Enforcement Agency that recovers it. You will be notified of the vehicle recovery information by the recovering agency and/or CCPD. The storage facility where your vehicle is impounded will also send a certified letter to the address on record of your vehicle registration notifying you of the vehicle storage information.

Contact the towing company prior to recovering your vehicle and inquire about the necessary documents for the vehicle's release. Ask about fees and methods of payment.

YOU are responsible for paying all charges and fees associated with towing your vehicle to safety and storage until you can pick it up.

If your vehicle is damaged, cost of repairs is your responsibility. You should contact your vehicle insurance company to seek reimbursement. You or your insurance company may seek civil restitution for these costs. This is a civil matter, however, and CCPD will not be involved in the civil aspects.

If someone is arrested and charged with UUMV, you may also ask the District Attorney's Office (prior to the offender's trial) if restitution for damages and costs can be part of the conviction. You may or may not receive reimbursement. Refer to the District Attorney and State law for guidance.

You may also seek civil restitution in Small Claims Court or by filing a law suit to recover costs and damages. Small claims are handled by the Justice of the Peace for your area and you can determine your precinct by your address.

Please call for an appointment only after the demand letter process has been completed.

Reports will be taken by appointment only. The Auto Theft Task Force is not able to accept walk-ins who do not have an appointment with an assigned detective. To schedule an appointment please call 361-886-2840.

Vehicle Demand Letter

Unauthorized Use of Motor Vehicle

OFFICIAL NOTICE

Date of Notice: _____

TEXAS PENAL CODE 31.07 UNAUTHORIZED USE OF A MOTOR VEHILCE

   a. **A person commits an offense if he intentionally or knowingly operates another's boat, airplane, or motor propelled vehicle without the effective consent of the owner.**
   b. **An offense under this section is a state jail felony.**

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of more than two years or less than 180 days. In addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed $10,000. (Texas Penal Code 12.35)

Dear _____

You are hereby notified that a motor vehicle in your possession, described as follows:

Year	Make	Model	Style	Color

License No.	State	Vehicle Identification Number (VIN)

Is owned by _____. I am the lawful owner. You are instructed to return the motor vehicle to me within 10 days of your receipt of this notice or felony charges may be filed with the Corpus Christi Police Department.

   1. Return the motor vehicle to me **OR**
   2. Tell me the whereabouts of the above vehicle so that I may go and take possession of it **OR**
   3. You can fully compensate me for the full present market value of the above vehicle. The current market value of the above vehicle is $_____.

_____   _____
Authorized Signature   Date Signed