

## Unauthorized Use of a Motor Vehicle Reporting Instructions

(When a person is given permission to operate a motor vehicle for any reason, but refuses to return it.)

The Department requires the following procedure be taken to confirm the offender has been officially notified to return the vehicle and refuses to do so. It is the responsibility of the person filing the report to meet these requirements. The vehicle will not be listed as stolen until this procedure has been followed:

1. Send a demand letter via certified mail, return receipt requested, to the offender's last known address advising them they have ten (10) days to return the vehicle or theft charges will be filed against them. (See sample letter.) Include a detailed description of the vehicle in the letter, including year, make, license plate, vehicle identification number, color, style, etc. Make and retain a duplicate of the letter for your own records.
2. If, after 10 calendar days you receive your return receipt, or the undelivered demand letter from the post office, and the vehicle has not been returned, come to the Police Department at 88 W. Eldorado Parkway, Little Elm, Texas. You will need:
  - a. A copy of the demand letter;
  - b. The return receipt or the unopened letter with the receipt attached; and,
  - c. Title or proof of ownership of the vehicle.
3. At the Department, you will be required to fill out a statement describing the circumstances of the event. The Detective will need all of the above mentioned components to prepare a case.