

**UNAUTHORIZED USE OF A MOTOR VEHICLE (U.U.M.V.)
OR THEFT BY APPROPRIATION
(10-Day Demand Letter)**

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

The **DALLAS COUNTY DISTRICT ATTORNEY'S OFFICE** mandates, the following procedure **MUST** be taken to confirm the offender has been officially notified to return the vehicle and declines to do so. It is the sole responsibility of the reportee to meet these requirements. The vehicle **WILL NOT** be listed as **STOLEN** until this procedure has been followed.

1. Send a letter **certified mail; return receipt requested**, to the offender's last known address, advising they have ten (10) days to return the vehicle, or theft charges will be filed against them. Include a detail description of the vehicle in your letter, including license number, vehicle identification number, color, style, etc. Make and retain a duplicate of the letter for your records.

2. *10 calendar days **after** you receive your receipt, or the undelivered letter from the post office, (provided the vehicle has not been returned),.* You will need to make an appointment with the Detective assigned to your case. Keep the **receipt** or **unopened letter** and **title** to your vehicle available. If the entire letter was returned unclaimed, leave the receipt attached, and **DO NOT** open it. The Detective will need all the above mentioned components to prepare a case.

3. A statement will be required, describing the circumstances of event. Note: False information on a statement is subject to charges being filed for False Statement. (This statement will be discussed with the D.A.'s office to establish authorization of charges being filed).

****Please call _____ when all the procedures above have been completed to schedule an appointment with a detective.**

NOTES:

UNAUTHORIZED USE OF A MOTOR VEHICLE FORM

DATE: _____

TO: _____
PRINT NAME

ADDRESS

CITY/STATE/ZIP

Dear Mr./Mrs. _____,

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

YEAR MAKE MODEL STYLE COLOR

LICENSE NUMBER VEHICLE IDENTIFICATION NUMBER (V.I.N.)
(INCLUDE STATE)

Is owned by _____. I am the lawful owner. You are instructed to return the motor vehicle to me in the same condition you received it, within 10 days of your receipt of this notice or felony charges will be filed.

Return the motor vehicle to:

STREET ADDRESS CITY/STATE ZIP

Sincerely,

SIGNATURE