

# AMARILLO POLICE DEPARTMENT

## Missing Loaned Vehicle Procedure

### What is a stolen vehicle?

A stolen vehicle is the unauthorized use of a motor vehicle. When a person allowed access to, or with permission to operate a vehicle for any period, for any reason, and they refuse to return the vehicle this is not a stolen vehicle until the consent is revoked.

### How do you revoke consent?

**Complete a demand letter:** 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 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 person 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 show you attempted notification.
2. The person received and signed for your letter on the return receipt. In this case, the US Postal service will give you a return receipt which is your required proof.

## **Keep your unopened returned certified letter or the return receipt.**

Do not open the letter – leave it sealed. The prosecutor and detective will need this evidence.

You must wait Ten (10) days after you receive return receipt or returned certified letter, AND if the vehicle has not been returned to the location you specified in your letter, this is when to call the police department to make a report, provide a sworn statement, and provide the UNOPENED LETTER or the RETURN RECEIPT.

## **What happens after you have completed the process?**

After you have completed the above 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 as stolen.

## **What happens when your vehicle is located?**

Your vehicle will be impounded by the Law Enforcement Agency that recovers it. You may be notified by that police agency or the towing company within 48 hours and may also be notified by the APD Auto Theft Unit. You will be given the location where your vehicle was towed.

Call the towing company before going to pick it up to find out what documents are required to release it. 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.*

## **It is a felony to make a false affidavit.**

Do not provide false or untruthful information. The police department and dispatch center keep records of all calls. If you change the story to influence the outcome, you could be charged with a crime.

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## Demand Letter for Missing Vehicle

TO: \_\_\_\_\_  
PRINT THEIR FIRST and LAST NAME

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_  
YEAR            MAKE            MODEL            LICENSE PLATE/STATE            (V.I.N.)

This vehicle 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  
TEN (10) days of your receipt of this notice, or felony charges will be filed.

IMMEDIATELY RETURN THIS MOTOR VEHICLE TO:

\_\_\_\_\_  
Name and Address

\_\_\_\_\_  
SIGNATURE