



## Austin Police Department Auto Theft Unit

### U.U.M.V. UNAUTHORIZED USE OF MOTOR VEHICLE

1. APD Case # \_\_\_\_\_ - \_\_\_\_\_

2. U.S. Postal Tracking # \_\_\_\_\_

3. Assigned Detective: \_\_\_\_\_

**U.U.M.V.:** When a person allowed access to, or with permission to operate your vehicle for any period of time, for any reason, refuses to return it with intent to permanently deprive you of the vehicle.

#### Current status of your vehicle - and police response:

You were the last person with care, control and custody of the vehicle. YOU must complete ALL of the following steps. There will not be a criminal investigation or police response until all 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 show you "attempted" notification.
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.

**\*\* KEEP YOUR UNOPENED RETURNED CERTIFIED LETTER or 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 APD Auto Theft Unit to make an appointment to provide a sworn statement and to bring your 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 *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 in order 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.**

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 Austin Police 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.

**If the offender is arrested OUTSIDE the State of Texas**, you are required to pay for the "offender's" extradition (transport back to Texas). You have 48 hours to make arrangements with the *Travis County District Attorney's Office*, and they require cash deposit in advance.

**Travis County District Attorney's Office:**  
(512) 854-9400

**Please call for an appointment only after this UUMV process has been completed.**

Reports will be taken by appointment only. The Auto Theft Unit is not able to accept walk-in's who do not have an appointment with an assigned detective.

**Auto Theft Unit:** (512) 974-5265

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

### DEMAND LETTER

TO: \_\_\_\_\_

PRINT THEIR FIRST and LAST NAME

ADDRESS

CITY/STATE/ZIP

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

YEAR	MAKE	MODEL	STYLE	COLOR	LICENSE PLATE / STATE
VEHICLE IDENTIFICATION NUMBER (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.  
**RETURN THIS MOTOR VEHICLE TO:**

STREET ADDRESS

CITY/STATE

ZIP CODE

SIGNATURE



## Austin Police Department Auto Theft Unit

# AUTO THEFT/BURGLARY PREVENTION TIPS

1. In over 50% of Austin Auto Thefts reported every month, the victim believed it was safe to lock or leave their keys inside the car. Listed below are the most common ways your car can be stolen, and how you can reduce the risk of becoming a victim of auto theft or burglary:
  - a. **DON'T leave keys (to any vehicle) locked inside a vehicle parked outside.** This includes leaving the "valet" key inside – this key starts your car. Car burglars looking for valuables often decide to steal the other car once they find a car key.
  - b. If you have a **TOUCH PAD** entry car door, or a **KEYLES FOB**: **DON'T lock your car key inside believing it is secure.** Car thieves specifically target "touch pad entry" and keyless fob vehicles because they know it is far more likely that the owner locks the key inside.
  - c. **DON'T leave a garage door opener or house-keys** inside any car parked in the driveway. Car Burglars can gain immediate access to your home or loved ones.
  - d. **DON'T leave a purse, wallet, house keys, laptop, jewelry, or cell phone** where others can see them. Car burglars look for a quick target and are far more likely to choose your car. A car burglar may determine you are away from home and may find your home address on papers, documents, mail, insurance cards, or on IDs in wallets. They may also find bank information, personal identification numbers, or passwords, and steal from you again.
  - e. **DON'T leave your car running while you run** into the store, or back inside the house to get what you forgot. If you have a passenger or kid's in the car and get out, lock the door behind you. Again, car thieves wait for unsuspecting drivers to make these mistakes and are quick to act on it.
2. Think twice before loaning your car to another. *Did you know?*
  - a. If your car becomes involved in a wreck while loaned to another, you're liable for cost of repairs and injuries. Costs may not be covered by your car insurance because the driver wasn't insured.
  - b. The cost to impound your vehicle after a collision, and to repair it, is ultimately still your responsibility, regardless of the criminal or civil aspects of your case. Reimbursement for such costs is a civil matter, and your responsibility to pursue and collect.
  - c. You may also become financially liable for harm caused to third parties otherwise affected by the actions of any person who had permission to drive your vehicle, or who gained access to your vehicle after you left the car key inside and it was found.

DETACH DEMAND LETTER AND KEEP U.U.M.V. INSTRUCTIONS & PREVENTION TIPS FOR YOUR RECORDS

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Austin Police Auto Theft Unit  
Demand Letter template  
Form PD-0073A Rev. 07/2015