



Auto Burglary & Theft Prevention Authority

(Case # _____)

Grant funded by the Texas Auto Burglary & Theft Prevention Authority

Sheriff's Combined Auto Theft Task Force Unauthorized Use of a Vehicle or Theft by Appropriation (512) 854-7421

(When a person has had permission to operate a vehicle for any reason, but will not return the vehicle)

The Travis County District Attorney's Office advises that the following steps **MUST** be taken in order to prove that the subject has been notified to return the vehicle and refuses to do so. The vehicle will **NOT** be listed as stolen until the following steps are followed:

1. You will be required to make a notarized (Sworn) statement as to the circumstances of the theft.
2. Write a letter to the subject's last known address, telling him/her to return the vehicle or theft charges will be filed against him/her. In the letter, you must describe the vehicle in detail, including the license number and/or vehicle identification number and tell the subject that he/she has ten (10) days to return the vehicle before theft charges are filed. The Deputy or Detective will provide you with a sample letter.
3. Make a copy of the letter and keep it. Take the letter to the post office and send it **CERTIFIED MAIL** with **RETURN RECEIPT REQUESTED**, also mark the letter **RETURN AFTER 5 DAYS**.
4. After the receipt or the unclaimed letter is returned to you, the subject must be given ten (10) days to return the vehicle from the date you received the returned letter or receipt. If the letter is returned, leave it as it is. Do not open the letter and do not remove the receipt.
5. Once the 10 days has passed, contact the Auto Theft Task Force at 512-854-9721 to discuss the case and go over any follow up investigation. Please have your case number ready when you call so that you can be directed to the Detective assigned to your case.

Please understand that Detectives are unable to proceed with these types of cases until all five steps are completed. If the person is arrested outside the State of Texas, you will have to pay for extradition. You will have to make a cash deposit at the Travis County District Attorney's Office.

