



CITY OF HOUSTON

Houston Police Department

Annise D. Parker, Mayor

1200 Travis Houston, Texas 77002-6000 713/308-1600

CITY COUNCIL MEMBERS: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez Robert Gallegos
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Charles A. McClelland, Jr.
Chief of Police



10-DAY DEMAND LETTER PROCEDURES

The District Attorney requires that you write a letter to the person in possession of your vehicle. That letter must include the following 4 paragraphs:

1. An accurate and complete description of the vehicle (license plate, VIN number, year, make, model and color) which you own and desire returned.
2. An accurate and complete description of the circumstances under which the vehicle was obtained from you.
3. The person in possession of your vehicle has three options; (1) Return vehicle to you, (2) Allow you to take possession of the vehicle where it is presently located or (3) Pay you the fair market value of the vehicle.
4. Demand that one of the options be done within 10 business days. If you do not respond within 10 business days, the case will be turned over to the District Attorney for further prosecution.

Keep a copy of the letter for your records. Mail the letter **CERTIFIED MAIL, RETURN RECEIPT REQUESTED** (Restricted Delivery ensures that only the intended person can sign for the letter) to the person's last known address.

If the person signs for the letter, the post office will send you a receipt (generally green). Then you have to give the person 10 business days from the date on the receipt to comply. If they don't comply, bring your copy of the letter, green receipt from the post office, vehicle ownership documents (Title, Registration, Bill of Sale, payment coupons, insurance, etc.), your photo ID and your case number to the Auto Theft Division at 1200 Travis/5th floor.

If the letter is undelivered, it will be returned to you. Leave it intact, don't open or remove anything. Bring the unopened letter, your copy of the letter, vehicle ownership documents (Title, Registration, Bill of Sale, payment coupons, insurance, etc.), your photo ID and your case number to the Auto Theft Division as soon as possible

If you have any questions, please contact the Auto Theft Division at 713-308-3500.

