CITY OF HOUSTON

Houston Police Department

John Whitmire, Mayor

1200 Travis Houston, Texas 77002-6000

CITY COUNCIL MEMBERS: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz, Ed. Fred Flickinger Tiffany D Thomas Mary Nan Huffman Mario Castillo Joaquin Martinez Edward Pollard Martha Castex-Tatum Julian Ramirez Willie Davis Twila Carter Letitia Plummer, DDS. Sallie Alcorn CITY CONTROLLER: Chris Hollins

J. Noe Diaz, Jr.
Chief of Police

10-DAY DEMAND LETTER PROCEDURES

The District Attorney requires that you write a 10-day demand letter to the person in possession of your vehicle. That 10-day demand letter must include the following four paragraphs:

1. An accurate and complete description of the vehicle (license plate, VIN number, year, make, model, and color) that you own and want returned.

2. An accurate and complete description of the circumstances of how the vehicle came into possession of the other person.

3. A statement that the person in possession of your vehicle has two options; (1) return the vehicle to you, or (2) allow you to take possession of the vehicle where it is presently located.

4. Demand that one of the options be done within 10 business days and include the statement: "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 demand letter for your records. Mail the letter **USPS CERTIFIED MAIL with RETURN RECEIPT REQUESTED** (a green-colored post card/signature receipt attached to the back of the envelope). Use **RESTRICTED DELIVERY**, which ensures that only the intended person can sign for the letter. Mail to the person's last known address.

If the person signs for the envelope, the post office will send you the green-colored signature receipt post card. The person then has 10 business days from the date on the receipt to comply. If they don't comply, bring a copy of the demand letter, signature receipt post card, vehicle ownership documents (title, registration, bill of sale, payment coupons, etc.), your photo ID, and your case number to the Auto Theft Division at 1200 Travis Street, 5th floor.

If the envelope is returned as undeliverable, do not open it. Bring the unopened envelope, a copy of the demand letter, vehicle ownership documents (title, registration, bill of sale, payment coupons, 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.