



Unauthorized Use of a Motor Vehicle

(When a person is given permission to operate a motor vehicle for any reason, but refuses to return it.)

The Police Department requires the following procedure be taken to confirm the offender has been officially notified to return the vehicle and refuses to do so. It is the responsibility of the reportee to meet these requirements. The vehicle will not be listed as stolen until this procedure has been followed.

1. Send a demand letter via certified mail, return receipt requested, to the offender's last known address advising them they have ten (10) days to return the vehicle or theft charges will be filed against them. (See sample letter below.) Include a detailed description of the vehicle in the letter, including year, make, license plate number, vehicle identification number, color, style etc. Make and retain a duplicate of the letter for your own records.
2. If, after 10 calendar days you receive your return receipt, or the undelivered demand letter from the post office, and the vehicle has not been returned, come to the Patrol Desk of the Shreveport Police Departments at 1234 Texas Ave Shreveport LA. 71101

You will need to provide:

1. A copy of the demand letter
2. The return receipt or the unopened letter with the receipt attached.
3. Title (or proof of ownership) to the vehicle
3. At the Department you will be required to fill out a stolen vehicle affidavit, a statement describing the circumstances of the event and a desire to prosecute form. The detective will need all the above mentioned components to prepare a case.

Sample letter example below:

UNAUTHORIZED USE OF A MOTOR VEHICLE DEMAND LETTER

DATE: _____

TO: _____

PRINT NAME

ADDRESS

CITY/STATE/ZIP

Dear Mr./Mrs. _____,

You are hereby notified that I _____ am the lawful owner of the motor vehicle in your possession. The vehicle is described as follows:

YEAR MAKE MODEL STYLE COLOR

LICENSE NUMBER
(INCLUDE STATE)

VEHICLE IDENTIFICATION NUMBER (VIN)

You are instructed to return the motor vehicle to me in the same condition you received it, within 10 days of your receipt of this notice or felony charges will be filed.

Return the motor vehicle to:

STREET ADDRESS

CITY/STATE

ZIP

Sincerely,

SIGNATURE