



Vehicle Theft from Customer Report

The customer must report the vehicle stolen to the police department nearest to where theft occurred. Rental charges will continue until the VIN/plate are listed on NCIC (National Crime Investigation Center). **Please complete the following information and fax to (405) 775-3078 or email to okctheftandrecovery@hertz.com.**

Customer's Full Name: _____

Street Address: _____ City: _____

State/Province/Country: _____ Zip/Postcode: _____

Phone Number: (Home) _____ (Mobile) _____ (Work) _____

Rental Agreement Number: _____ Vehicle Number: _____

Year/Make/Model: _____ License Number: _____

Date/Time Theft Reported to Police: _____ Date/Time Theft Occurred: _____

Police Dept. Reported to: _____ Officer's Name: _____

If not reported to police, explain why: _____

Address where theft occurred: _____ Police Report or Case Number: _____

Did you allow anyone else to drive the vehicle? _____ (Y/N) If **Yes**, whom? Name: _____

Address: _____ D.O.B.: _____

Phone Number: (if available) _____ (Mobile) _____ (Work) _____

State/License # _____ (If available)

Other relevant information: _____

Was Valet Parking service involved? _____ Were you given a receipt? _____

Location of Keys at the time of theft: _____

Was the Vehicle Key returned to Hertz? _____ (Y/N) If **Yes**, to whom & where was it returned? _____

Employee Name: _____ Location: _____ Date/Time: _____

Location of the Rental Agreement at this time: _____

Customer's Statement (What Happened): _____

Customer's Signature: _____ Date: _____

For office use only: Do not close or do an exchange on the rental agreement. Responsible management will close the Rental Agreement after verifying the Theft Report with police. OKC Vehicle Control will close out the Rental Record after the vehicle has been listed with the National Crime Investigation Center. If the customer does not have the vehicle information, you may communicate it to the renter so they can report the theft to the police. **Immediately fax to responsible management indicated in Section C of Procedure W7-02, Reporting Vehicle Thefts and Conversions.**