

Carefully read all instructions.

TRESPASS NOTICE INSTRUCTIONS:

1. Mail original of page one (1) Trespass Notice to person you wish to place on “notice of no trespassing.” Page one (1) must be mailed: Restricted, Certified Mail, with return receipt requested. Keep a copy of the original for your records and later use.
2. After the U. S. Postal Service returns the signed receipt to you, mail or deliver a copy of the receipt and a copy of the Trespass Notice to:

York Police Department
Attn: Administrative Officer
PO Box 500
12 North Roosevelt Street
York, SC 29745

3. Include a daytime telephone number where an Officer can call you if needed.
4. Include all addresses of property in which you wish to have the person trespassed from.
5. Keep the original receipt and a copy of the Trespass Notice for yourself.
6. Trespass Notices are kept on file by the York Police Department until they are rescinded (removed) by you and/or you sell or vacate the property. If you wish to rescind the Trespass Notice, you must personally deliver a Notarized Letter to the York Police Department detailing that the notice is to be removed.
7. If you have any question about the Trespass Notice process, contact the York Police Department at 803-684-4141.

TRESPASS NOTICE

(Notice of No Trespassing)

York Police Department
12 North Roosevelt Street
PO Box 500
York, SC 29745

Date: _____

To: _____
NAME OF PERSON ON TRESPASS

STREET ADDRESS

CITY, STATE, ZIP CODE

This letter is to notify you that you are hereby placed on TRESPASS NOTICE on any and all property, which I occupy located at:

(Address) _____

If you fail to honor this notice and return to my property you can be charged with TRESPASSING AFTER NOTICE (S.C. Code 16-11-600).

SIGNATURE OF PROPERTY OCCUPANT

DATE

PHONE NUMBER