



**AUTHORIZATION TO REMOVE TRESPASSERS AND ISSUE FORMAL
TRESPASS NOTICES ON BEHALF OF THE UNDERSIGNED PROPERTY
OWNER/AUTHORIZED AGENT.**

Business Name/Description: _____

Business Address: _____

These premises are for the exclusive use of employees/customers/residents. Persons who have been previously trespassed from these premises, and those who are found on these premises after business hours and at any other time(s) the business and premises are not open to the public, have no license, privilege, invitation, or other authorization to enter or remain on such premises and are therefore trespassers with regard to these premises. Therefore:

_____ I hereby give the Tacoma Police Department authority to enter upon the premises for the purpose of contacting and advising, and if necessary, removing any and all trespassed or trespassing persons from the premises. Additionally, I hereby authorize the Tacoma Police Department to issue trespass notifications to any and all persons found on the premises after business hours, and at any other time(s) the premises and business are closed to the public, as such persons have no license, privilege, or invitation to enter or remain on the premises. I will cooperate with the Tacoma Police Department and the City Prosecutor's Office in the prosecution of any violations occurring on the above referenced premises. I acknowledge that this authorization does not obligate, and places no duty upon, the Tacoma Police Department to enter or remove any trespassers from the above referenced premises or upon the City Prosecutor's Office to prosecute any violation.

_____ I further acknowledge that this authorization does not create any employment relationship with the Tacoma Police Department. This authorization is intended to allow the Tacoma Police Department to assist in removing trespassed, and trespassing, persons from the above premises and to allow the Tacoma Police Department to issue formal trespass notifications in relation to the above described premises.

_____ This license and authorization shall stay in effect for five years from the date of signature or until revoked by authorized agent (whichever occurs first). Written revocation should be delivered to the Tacoma Police Department Headquarters at 3701 S. Pine Street, Tacoma, WA 98409. Such written notice of revocation of this agreement shall terminate this authorization upon receipt by the Tacoma Police Department of such written notice.

(Printed Name of Property Owner or Authorized Agent)

(Phone Number of Property Owner or Authorized Agent)

(Signature of Property Owner or Authorized Agent)

(Date of Signature)

(Relation to Property Owner if not Property Owner)

(Date of Birth of Property Owner or Authorized Agent)

(Printed Name of Tacoma Police Officer)

(Signature of Tacoma Police Officer)

Authorization to Remove Trespasser Form Instructions

This form aids the Tacoma Police Department (TPD) in enforcing and removing individuals who are unlawfully on private property. In some circumstances, the curtilage, sidewalk, and planting strip abutting property can be included.

Instructions

Step 1: Business/Property Owner completes and signs the form.

Step 2: Business/Property Owner emails the signed form, to the TPD Officer the owner has been working with or to Tax & License at licenseinfo@tacoma.gov. Tax & License will forward to TPD for processing.

Step 3: A TPD Officer generates a reference call # that remains on file with TPD for five years.

Step 4: A TPD Officer notifies Business/Property Owner that the form is on file.

Step 5: TPD Officers that respond to the Business/Property Owner's address will see the form on file and be able to remove unauthorized individuals from the property.

No Trespass Signs/Additional Lighting

Posting "No Trespass" signs and/or installing motion lights or alarms on your property can be helpful to keep unauthorized persons from trespassing on your property.

Tacoma Municipal Code 8.12.025

"Knowingly entering or remaining unlawfully in a building or in or upon premises of another is a crime."

Safe Streets

If you are experiencing nuisance activity on your property, you can also reach out to Safe Streets safest.org or (253) 272-6824 to see if they have additional suggestions or best practices from working with area businesses experiencing similar nuisance activity.