

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@cityoftacoma.org. 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.