



Coeur d'Alene Police

Protect and Serve with Excellence

Chief Lee White

3818 SCHREIBER WAY

COEUR D'ALENE, ID 83815

208-769-2320 – FAX 208-769-2307

www.cdapolicy.org

Instructions for Completing the Trespass Enforcement Request Form

The FROM section:

- **YOUR Name:** YOUR name should be listed here; not your business name, property management company name, HOA name or any other name. This name must be the person responsible for the property and the name must be the same throughout the form.

- **Mailing Address:** The address you get your mail at. PO Boxes are fine.

Suite/Unit#: If there is an apartment number, suite or unit number. If you are in a rental office and your mail comes to the office, please list "office" in this space.

- **City, State and Zip:** The city, state and zip that goes with the mailing address listed.
- **Phone:** The number that you can be best contacted at. This can be the same as your cell phone number.
- **Cell:** Your cell phone number, if you have one.
- **E-mail:** A valid e-mail address **MUST** be listed. Renewals notices are sent out via e-mail. This can be a business e-mail or personal e-mail. *Your e-mail address will not be shared with anyone.*

The body of the form:

- **I am the:** Please check if you are the Owner, Manager, or Other for the property. If 'other,' please specify your title. This could be HOA board officer, security company representative, etc.
- **I:** The name of the person responsible for the property should be listed here. It should be the same as the name listed in the FROM section at the beginning of the form.
- **Located at:** List the physical street address of the property here. If there is no physical street address (i.e., 1234 E StreetName Ave.), then you may list the street intersection where the property is located (i.e., northwest corner 1st Street/Robson). *DO NOT list intersections in this field, unless the property does not have a physical street address.*

Emergency phone contact numbers:

- **Phone after hours:** A valid after business hours phone number should be listed here. Do not write "same" or "same as above." This field must have a phone number listed.
- **Phone during normal business hours:** A valid day-time phone number should be listed here. Do not write "same" or "same as above." This field must have a phone number listed.
- **Signature:** This name should be the same as the name previously listed on the form. The form will need to be notarized if being mailed in or can be signed in front of an employee at the Police Department upon showing valid identification.



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We do not accept faxed or e-mailed scanned copies of the Trespass Enforcement Request.

Because this is a court document we need the original NOTARIZED form with your signature mailed to our office OR signed personally in front of an employee of the Police Department upon showing valid identification.

Please do not scan your form after filling out and signing it and then e-mail it to us.

We will contact you to have you send the original signed copy if we received a scanned or faxed form from you. Your information will not be updated until we receive the original signed copy.