



# FORT DODGE POLICE DEPARTMENT TRESPASS AUTHORIZATION & NOTICE



Trespass information, including how to complete this form, is online at:  
www.fortdodgeiowa.org/trespass  
Email the completed form to fdpd@fortdodgeiowa.org, or drop off at the FDPD, 702 1st Ave S.

### PERSON COMPLETING THIS FORM:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 I am the (select one):  Owner  Owner's Agent  Lessee  
 Person in Lawful Possession of the Property

### PROPERTY WHERE TRESPASSING IS PROHIBITED:

Business Name (if applicable): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ in Fort Dodge, IA.  
 Property type:  Apartment/Duplex  Business  Private Residence  Vacant Lot

### AUTHORIZATION TYPE (Select General or Individual):

**General** Use this to ban any person if on the listed property without consent or lawful purpose.  
**Individual\*** Use this to ban only the following person if on the property without consent or lawful purpose. Contact the FDPD for assistance with proper identification information if needed.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

A copy of this form has been served, in writing, to the listed person by (select all that apply):  
 In Person  By Certified Mail  By Law Enforcement

A different notice has been served, in writing, to the listed person by (select all that apply):  
 In Person  By Certified Mail  By Law Enforcement  
*If a different notice was used, a copy must be provided with this authorization.*

Check here if this is an authorization renewal only and a notice was previously served.

### \* NOTICE TO INDIVIDUAL NAMED (If Applicable):

Upon receipt of this letter, you are hereby forbidden to enter upon the premises described above, of which I have lawful control. If you enter the premises referenced above, you will be subject to arrest for trespassing. My notice to you is non-expiring unless revoked in writing. As stated below, the FDPD is authorized to act as my agent for the purpose of enforcing this order.

### DISCLAIMER AND SIGNATURE OF PERSON COMPLETING THIS FORM:

From the effective date of this notice, I authorize the Fort Dodge Police Department (FDPD) to act as my agent for the purpose of enforcing Iowa's trespassing law in accordance with my above stated selection. My agent or I will cooperate with any prosecution. I understand my authorization is valid for a maximum period of twelve (12) months and it is my responsibility to renew it at that time if the need exists. I also understand that I may revoke authorization given to the FDPD at any time by notifying the FDPD in writing. I agree to hold the City of Fort Dodge and the FDPD harmless from liability.

My signature certifies that I have the legal authority to authorize the FDPD to enforce trespassing laws on the listed property. Further, **for general authorizations:** I certify that I have posted a NO TRESPASSING sign; **for individual authorizations:** I certify that I have served a no trespassing notice on the named individual. Please write "refused to sign" if named individual refuses to sign notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Person Being Served: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (if applicable): \_\_\_\_\_

Officer Name/Badge if LE Service:	Incident/Report Number (if any):
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***ATTENTION: The Fort Dodge Police Department does NOT serve trespass notices. This is the responsibility of the person completing the Trespass Authorization and Notice form***

### **Service of Paperwork**

For individual bans (this section does not apply to a general ban, proceed to "Submission of Forms", below) the property owner, owner's agent, lessee, or person in lawful possession of property may choose one of the options below to serve paperwork on the person to be banned. **THE PERSON TO BE BANNED MUST BE SERVED AND RECEIVE THE NOTICE BEFORE ENFORCEMENT CAN BEGIN.**

### **In Person**

Although in person service meets the requirements of Iowa law, it is more difficult to prove in court; service by certified mail with return receipt or by law enforcement is preferred.

If in person service is used to serve a no trespassing notice to the person being banned from a property, it is preferred to have the banned person sign the form to indicate they received notification. A witness to the service or a video of the service is preferable and suggested.

### **Certified Mail**

Certified mail can be used to serve the no trespassing notice on the person to be banned. Regular mail does not offer sufficient proof that the person received the notice.

If certified mail is used for service, the property owner, owner's agent, lessee, or person in lawful possession of the property is responsible for maintaining the certified mail receipt. The police department requests that a copy of the certified mail receipt be forwarded to the police department for inclusion with other paperwork.

### **By Law Enforcement**

The Webster County Sheriff's Office (WCSO) will serve such a notice **for a fee of \$30 plus mileage** if the address of the person to be served is within Webster County. This is a flat fee, regardless of how many attempts are needed to actually serve the person. Rates are set by the WCSO and are subject to change without notice. The per mile rate for mileage varies depending on total number of round-trip miles.

A person desiring the Webster County Sheriff's Office to serve a no trespassing notice needs to provide the following:

- Two copies of the Trespassing Authorization & Notice form or no trespassing notice\*
- Name of the person that needs to be served
- Where to serve the person
- How to serve the person (any special instructions)
- Who is having the person served
- Billing information

This information can be provided to the Webster County Sheriff's Office:

- In person at the Webster County Law Enforcement Center, 702 1<sup>st</sup> Ave South, during the hours of 8:00 A.M. – 4:30 P.M., Monday - Friday

\*Copies of the Trespassing Authorization & Notice form or no trespassing notice required by the Sheriff's Office are in addition to the copy required to be submitted to the Fort Dodge Police Department.\*

Questions concerning service by the Webster County Sheriff's Office can be directed to (515) 573-1410 during the hours of 8:00 A.M. – 4:30 P.M., Monday - Friday.

**\*\*\* For full instructions on trespass service, visit [www.fortdodgeiowa.org/trespass](http://www.fortdodgeiowa.org/trespass) \*\*\***