

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:

Greenville County Sheriff's Office
Attn: School Enforcement
4 McGee Street
Greenville, SC 29601
3. Include a daytime telephone number where a Deputy can call you, give you a trespassing report case number, and gather more important information from you.
4. Keep the original receipt and a copy of the Trespass Notice for yourself.

PLEASE NOTE:

If the Greenville County Sheriff's Office does not have a telephone number for you, we cannot give you a case number. Case numbers are very important if the person on notice returns to your property.

TRESPASS NOTICE

(Notice of No Trespassing)

Greenville County Sheriff's Office
4 McGee Street, Greenville S.C. 29601

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:

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

SIGNATURE OF PROPERTY OCCUPANT

DATE

PRINT NAME

PHONE NUMBER – (DAYTIME PHONE NUMBER MUST BE PROVIDED IF YOU WANT A CASE NUMBER)