

Instructions for Filing a Criminal Trespass Notice

1. Fill out two (2) copies of the trespass notice using the format provided

2. Give one copy to the unwanted person either in hand or by certified mail.
 - a. If served in hand, the person who gives the form to the unwanted person should *fill out the return of service portion on the bottom of the form*
 - b. If sent by mail, be sure to send the letter via **CERTIFIED MAIL** with a **RETURN RECEIPT REQUESTED**.

3. Bring the original no trespass letter to the _____ Police Department (*local to where the no trespass is requested – i.e. if you live in Swanzey but the no trespass is for your workplace in Keene, it should be sent/brought to the Keene Police*) **with** either the original, signed, return of service completed for “in hand” service **OR** the original, USPS signed return receipt for notices that have been issued by mail.

4. You may wish to retain a copy of the notice for your records. The above listed Police Department will need the **original documents**.

5. If an unwanted person returns to the property after having been served with a trespass notice, call the above listed Police Department **IMMEDIATELY** at: _____ **If it’s an emergency call 911!** The unwanted person would then be subject to arrest for criminal trespass.

TRESPASS/NO CONTACT NOTICE

Date: _____

To: _____

Dear _____,

This letter is to serve as notice that you are not to enter upon this property of

located at _____

in the town of _____, New Hampshire.

This letter is also to notify you that I do not want you to have any further contact with me, my minor children, or any member of my immediate family. Contact includes, but is not limited to, in person, by telephone, letters, fax, email, any other electronic medium including Facebook, Twitter, etc., sending or delivery of gifts, or any other method of contact.

Violation of this notice may result in charges being brought against you for Criminal Trespass, (RSA 635:2) Harassment, (RSA 644:4) or Stalking (RSA 633:3-a). I also have the right to petition to the Court for an order of protection under the Stalking statute should you violate this notice.

Respectfully,

CC: _____ Police Department