



Trespass Agent Authorization Columbus Division of Police



Instructions: This form may be completed electronically (preferred) or printed legibly by hand. Email the completed form to TrespassAuthorizationLetter@ColumbusPolice.org or present it to an officer for verification. Forms with missing information will be rejected.

Date: _____

Columbus Division of Police
Attn: Records Unit
120 Marconi Boulevard
Columbus, Ohio 43215-0009

To the Chief and Officers of the Columbus Division of Police:

This letter authorizes you to act as agents for the purpose of removing trespassers from the below property or properties located in the City of Columbus:

Name of Business or Property: _____

Business or Property Address: _____
(use the continuation page to enter additional addresses)

Trespass Restrictions: _____
(for example, "No one is authorized on the listed property from 9 pm to 9 am.")

The below property owner or agent agrees to testify in court regarding this authorization and the ownership of said property should a charge and an arrest result.

It is understood that the information may not be available to identify individuals who have permission to be on the premises. The Division of Police, Department of Public Safety, City of Columbus, and their officers and agents assume no liability for failing to act to protect said property. Officers are not mandated to take enforcement action under this authorization and may use their discretion to address any trespassing violations.

It is also understood that this Letter of Authorization can only be revoked by providing written notice to the Columbus Division of Police by email at TrespassAuthorizationLetter@ColumbusPolice.org or by postal mail at the above mailing address. The said property owner agrees to provide the Columbus Division of Police written notice if ownership of the property is transferred. This Letter of Authorization is valid for two years from the listed date and will be unenforceable after that time unless the said property owner or agent provides a new Letter of Authorization to the Columbus Division of Police.

Signature of Property Owner or Authorized Agent of Owner
(agent documentation from owner must be attached if applicable)

Date

Owner or Agent Printed Name: _____

Mailing Address: _____

Primary Phone: _____

Secondary Phone: _____

Email Address: _____

