# Review Notice of Trespass Letter

Last Modified on 05/25/2022 2:16 pm EDT

A generic template for a Trespass Notice letter is available from a Person's Trespass Order record. This letter can be generated as a PDF for direct printing or sending electronically.
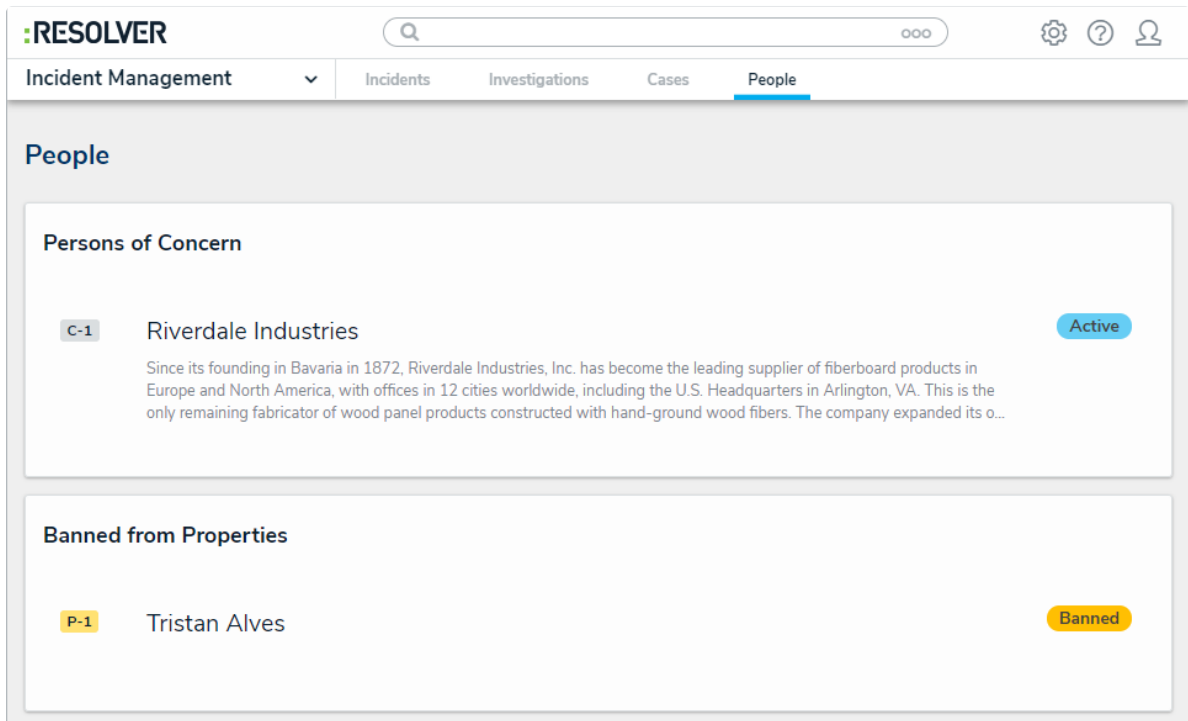
To review a notice of trespass letter:

1. Log into a user account from the **Incident Owner**, **Incident Supervisor**, or **Incident Investigator** user groups.

2. Click the dropdown in the nav bar **> Incident Management**.
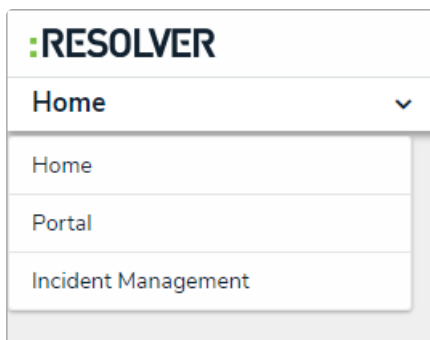
The nav bar.

3. Navigate to the **People** tab.

The People tab.

4. Click a Person record in the **Banned from Properties** or **Involved in Last 30 Days** section to open the **Person** form.

The Person form.

5. Scroll down and click the **Related Data** tab, where you can view connected **People & Organizations**, **Incidents**, and **Activities**.

The Related Data tab.

6. Click the **BOLOs & Trespass** tab to open the **Trespass Orders** section.

7. Click the relevant trespass order to open the **Trespass Order** palette.

The Trespass Order palette.

8. Click **Print Trespass Letter** to open the **Person Trespass Notice** letter.

The Person Trespass Notice letter.