



**Mount Joy Borough Police Department**  
**300 Orchard Road, Suite 3, Mount Joy, Pennsylvania 17552**  
Office: 717.653.1650 | 24-hour Dispatch: 717.664.1180 | Fax: 717.653.0062  
Robert D. Goshen-Chief of Police

**No Trespass/No Contact Letter:**

If, after speaking to a Mount Joy Borough Police Officer, he/she has advised you to send the harassing individual (s) a No Trespass/No Contact Letter, that letter is attached.

**Instructions for completing a No Trespass/No Contact Letter:**

Print out the letter and fill in the blanks. Once completed, make three copies (individual, yourself and the police department). Send one copy to the individual via certified mail, return receipt requested at the United States Postal Service. Once the letter is delivered, you will receive the green signature card with the individual's signature in the mail. Make and keep a copy of this card. For the police department to enforce the context of this letter, you must return the original green card and a copy of your letter to the Mount Joy Borough Police Department.