



Urbana Police Department

400 S. Vine
Urbana, Illinois 61801
217(384-2320)
FAX 217(384-2363)

Dear Manager/Business Owner:

The Urbana Police Department is currently updating its computer information on Urbana businesses. This information is kept on file in our office so that we may contact you, or the appropriate person, in the event of an alarm or other problem that may arise at your business after hours. Would you please take a few minutes to complete the form, including any appropriate pager, cell phone numbers, etc.

Should your contact information change in the future, please so advise. You may fax the form to the above number, mail/drop it off, or e-mail changes to: snyderkr@urbanaininois.us and in the Subject Line, note URBANA BUSINESS CONTACT.

Thank you in advance for your prompt attention.

Sincerely,

Karen Snyder

Support Services

URBANA BUSINESS NOTIFICATION FORM

Name of Business/Organization: _____

Address: _____

Phone: _____ Business Type _____

E-mail: _____ Fax: _____

Contact Information:

Name

Address

Phone

Owner: _____

Manager: _____

Please list the names and Phone numbers of individuals, in order, that should be called in after-hours situations:

Contact #1 _____

Contact #2 _____

Contact #3 _____

Contact #4 _____

Alarm Info:

Alarm Type (circle which ones apply): Burglary Hold-Up Audible Silent

Alarm Company: _____ Phone _____

Miscellaneous:

Please note any other premise information which you believe would help the Urbana Police Department when responding after hours.

KEEP YOUR BUSINESS INFORMATION CURRENT