

## BUSINESS INFORMATION REQUEST FORM



In order to serve you better, the Saratoga Springs Police Department requests that you please provide some information about your business below. The purpose for this is to regularly update our computerized database for emergency response and contacts of business owners and employees. In the event an emergency arises, we will make every attempt to contact someone affiliated with your business.

Please list the names of persons available in the order that you wish us to call them in should there be an emergency at your business when it is closed. Please consider each persons response time to the business as you list them. We would appreciate as rapid a

response as possible so that the officer can resume patrol upon turning the scene over to the responder. If there is more than one business in your building, please provide specific directions to your business (i.e., enter front door, third door on left.) this will enable officers to quickly locate your business should we receive an alarm. Thank you for taking the time to complete this form.

<b>Business Name:</b>		<b>Business Address:</b>	
<b>Business Telephone #</b>		<b>Business Hours:</b>	<b>Location in Building:</b>
<b>Alarm System?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Alarm Type (check all that Apply)</b> <input type="checkbox"/> Audible <input type="checkbox"/> Silent	<input type="checkbox"/> Auto dialer to Alarm Co. <input type="checkbox"/> Auto dialer to Police <input type="checkbox"/> Other (specify below)	<input type="checkbox"/> Burglar Alarm <input type="checkbox"/> Robbery Alarm <input type="checkbox"/> Fire Alarm
<b>Alarm Company Name:</b> <b>Alarm Company Phone #</b>		<b>Video Surveillance inside:</b> <input type="checkbox"/> <b>Video surveillance outside:</b> <input type="checkbox"/>	
<b>IN CASE OF EMERGENCY, CONTACT THE FOLLOWING PERSONS IN THIS ORDER</b>			
<u><b>Name</b></u>	<u><b>Address</b></u>		<u><b>Home/Cell Numbers</b></u>
<b>Return to:</b>	<b>Saratoga Springs Police Department 5 Lake Avenue, Saratoga Springs, NY</b>		<b>Tel: (518)584-1800 Fax: (518)584-1744</b>
<b>Print Name:</b>			
<b>Signature:</b>			