



SPRINGFIELD POLICE DEPARTMENT  
 201 Clinton Street  
 Springfield, VT 05156  
 (802)885-2113 FAX (802)885-2235

Acting Chief of Police: Mark A. Fountain

2019

To: Area Businesses

Subject: Updating of Business Key Holders

Please fill out the following information and return to the Springfield Police Department. This information is needed for the purpose of contacting the correct individual(s) when an emergency arises or a serious matter requires immediate attention (i.e. alarm activation).

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Building Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

In descending order, please list those individuals you wish us to contact (usually during midnight hours) when a problem arises.

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

Is there any special information or circumstance we should be aware of?

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Would you be willing to provide us a key to your business?  Yes  No

You may return this form to us via mail; in person; or fax.

Thank you for your assistance in this matter.

Sincerely,

Mark A. Fountain  
 Acting Chief of Police