



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

Chief of Police: Douglas S. Johnston

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?

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

You may return this form to us via mail, fax, or, fill out the form and submit it electronically from our web page located at: <http://www.springfieldvtpd.org> .

Thank you for your assistance in this matter.

Sincerely,

Douglas S. Johnston
 Chief of Police