

# ITASCA POLICE DEPARTMENT

*"An Illinois Accredited Police Agency"*



540 W Irving Park Road, Itasca, Illinois 60143-2018  
Phone: 630-773-1004      www.itasca.com/police

Dear Business or Property Owner,

The Itasca Police Department needs your help in updating key holder information for your business located in Itasca. This information is used in the event of an emergency after normal business hours and all other times when your business is closed. If you have multiple locations, with the same responder information, please send a list of the property addresses when returning this letter.

This information will be used for **LAW ENFORCEMENT AND FIRE PURPOSES ONLY**. The following information is needed to complete our records. You will be asked to complete this form every twelve (12) months.

| General Information |  |
|---------------------|--|
| Business Name:      |  |
| Business Address:   |  |
| Business Phone:     |  |
| Email:              |  |

| Key Holder Contact Information  |        |
|---|--------|
| Please provide three (3) names and contact information in the order that they are to be contacted in the event of an emergency after normal business hours. These people <b>must</b> have keys to the property. |        |
| 1. Name:  |        |
| Home Address:   |        |
| Cell Phone:   | Email: |
| 2. Name:  |        |
| Home Address:   |        |
| Cell Phone:   | Email: |
| 3. Name:  |        |
| Home Address:   |        |
| Cell Phone:   | Email: |

Thank you for your cooperation, please return to:

**Mail:** Itasca Police Department      -OR-      **Fax:** Itasca Police Department  
Attn: Records      Attn: Records  
540 W. Irving Park Road      630-773-1805  
Itasca, IL 60143