



CORTLAND POLICE DEPARTMENT
 400 North High Street,
 Cortland , Ohio 44410
 Phone: (330) 638-1000 Fax: (330) 637-4916



Dear Business Owner:

This form will be used for updating the information needed by Officers and 9-1-1 to contact either designated key holders or business owners at times where officers find an unsecured door, break-in or suspicious situation. Personal information and home telephone numbers will not be given out to the general public and will be maintained only at the Cortland Police Department and Trumbull County 9-1-1 Center.

When complete, please mail or fax this form to the address listed above to the care of;

Robin Yartz, Records Administrator.

This form is also available at cityofcortland.org and can be emailed to policerecords@cityofcortland.org.

Thank you for your assistance and please feel free to call should you have any questions.

******* PLEASE PRINT OR TYPE INFORMATION*******

Business Name:

Business Address:

Business Telephone:

Business Fax:

Business Web Site:

PERSONAL CONTACTS/KEY HOLDERS THAT WILL BE CALLED IF NEEDED BY OFFICERS. PLEASE LIST IN ORDER.

Name:

Telephone/Cell

1. _____

2. _____

3. _____
