



Police Department•82 E. University Avenue•Champaign IL 61820•(217) 403-6911•fax (217) 403-6924•www.ci.champaign.il.us

Dear Business or Property Owner,

The Champaign Police Department needs your help in updating call card information for your business here in Champaign. These call cards are used in the event of an emergency after normal business hours and all other times when your business is closed. If this business is operated out of a private residence or you wish not to participate please notify our department by phone or by returning this letter. If you have multiple locations with the same responder information please send a list of **property addresses** when returning this letter.

This information will be used for **LAW ENFORCEMENT & FIRE PURPOSES ONLY**.

The following information is required in order to complete our records. You will be asked to complete this form every **6 (six)** months to maintain the accuracy of our records.

**Name of Business:** \_\_\_\_\_

**Any Other Names for Business:** \_\_\_\_\_

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

**Apt or Suite Number:** \_\_\_\_\_ **Business Phone Number:** \_\_\_\_\_

**Mailing Address if different from Business Address:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Business Fax Number:** \_\_\_\_\_

Three names and home phone numbers for people in the order that they are to be contacted. These people **must** have keys and preferably live in town. Please do not duplicate home phone numbers. Each number should belong to a different responder's residence.

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

**Alarm Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Thank you for your cooperation, please return by means of one of the following:

Fax To: (217) 403-6904  
Champaign Police Department  
c/o Angela Lawrence

Mail to: Champaign Police Department  
c/o Angela Lawrence  
82 E. University Avenue  
Champaign IL, 61820