



**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 Hager, Records Administrator.**

This form is also available at [cityofcortland.org](http://cityofcortland.org) and can be emailed to [policerecords@cityofcortland.org](mailto: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. \_\_\_\_\_

\_\_\_\_\_