



## **20\_\_ EMERGENCY CONTACT INFORMATION**

Dear Business Owner/Manager of Operations,

As part of your request to renew or obtain a business license, you must complete the emergency contact information sheet and return it with all other requested documents. The completion of this form allows us to expedite contacting the appropriate emergency contacts and/or keyholders for your place of business should an emergency arise.

**This is an annual form. You must complete this form and return this with your business license application or renewal even if you have already completed this form in previous years.**

**Failure to return this form may result in a denial or delay in your business license application or renewal.**

Business Name	
Business Address	
Business Phone Number	

Business Owner Name	
Home Address	
Primary Phone #	Alternate Phone #
Email Address (optional)	

Emergency Contact/Keyholder #1	
Home Address	
Primary Phone #	Alternate Phone #
Email Address (optional)	

Emergency Contact/Keyholder #2	
Home Address	
Primary Phone #	Alternate Phone #
Email Address (optional)	

If you need to update your contact/keyholder information anytime during the year, please contact the police desk at 708-447-1234 during business hours.