All local business owners, we are constantly updating our business information files. This information provides us with the phone numbers to contact the appropriate person during off business hours.

Emergency information is stored in our computer files giving the dispatchers immediate access to a “call out” person to respond to open up the premises for the Fire Department or Police department if there is a problem or the business is found unsecured.

Please complete the following information:

Business Name: ___________________________ Business Phone: _______________________

Business Address: ________________________________________________________________

Normal Business Hours: __________________________________________________________________

#1 Key Holder Name: ___________________________ Title: ___________________________
Primary Phone: ___________________________ Alternate Phone: ___________________________

#2 Key Holder Name: ___________________________ Title: ___________________________
Primary Phone: ___________________________ Alternate Phone: ___________________________

#3 Key Holder Name: ___________________________ Title: ___________________________
Primary Phone: ___________________________ Alternate Phone: ___________________________

Alarm is for which service(s)? : _____ None    _____ Police Only    _____ Fire Only    _____ Police and Fire

Alarm Company Name: ___________________________ Phone # : ___________________________

Special Instructions: ______________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

You may mail or drop off to: South Kingstown Police Department,
Attn: Records Department
1790 Kingstown Rd. Wakefield, RI 02879

Or fax to: 401-788-9775

Or E-Mail to: RECORDS@SKPD.ORG