



HENRICO COUNTY POLICE DIVISION

Security Alarm Information Sheet - Commercial

HCPD-075 (XX/XX)



Police Use Only:	HCPD Account Number	Date Received
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Mail completed forms to:	Henrico County Police Division Emergency Communications Section P. O. Box 90775 Henrico, VA 23273-0775	Or Email to:	PDAlarms@henrico.us
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Premises Information

Street Address			
City	State	Zip Code	

Business Information

Name			
Main Phone Number		Type	
Alternate Phone Number		Type	
Email			
Occupancy Type		If "Other," please explain	

Owner or Management Company Information (if different from occupant)

Name			
Main Phone Number		Type	
Alternate Phone Number		Type	
Email			

Designated Contacts

1. Name		Phone Number	
Relationship		Alternate Number	
2. Name		Phone Number	
Relationship		Alternate Number	
3. Name		Phone Number	
Relationship		Alternate Number	
4. Name		Phone Number	
Relationship		Alternate Number	
5. Name		Phone Number	
Relationship		Alternate Number	

Alarm Information									
Alarm Company Name				Phone Number					
Self-Monitored?		Brand							
Audible?		Glass Break Sensors?		Motion Detectors?					
Business Security									
Lights on After Hours?			Employees on Site Outside of Open Hours?						
Night Watchman Security?			Safe?		Location?				
Business Hours									
Monday	Open		Close		Friday	Open		Close	
Tuesday	Open		Close		Saturday	Open		Close	
Wednesday	Open		Close		Sunday	Open		Close	
Thursday	Open		Close						
Camera/Video									
Camera/Video?		Monitored?		Location					
Stored Video?		Retention Period?							
Who Can Retrieve Stored Video?			Name		Phone Number				
Who Can Remotely Monitor the Video?			Name		Phone Number				
Knox Box (Fire Department Key Access)									
Box?	Location								
Fire Panel?	Location								
Additional Comments									
Billing Address (if applicable)									
Attention									
Street Address/PO Box									
City			State		Zip Code				
Submitted by									
Name	Phone Number								
Street Address									
City			State		Zip Code				