Date Issued: _____

Police Department
Phone: 630-941-8320
Fax: 630-941-8808

Keyholder And Emergency Information

To all Business License Applicants and Business Registrants:

Please complete all information below and submit with your current Business License Application or Business or Professional Regulation Form. This information will be kept confidential in our emergency file in the event that a problem arises on the business premises and the police department needs to contact a designated keyholder to enter the business. Please include the business address within Oakbrook Terrace. **It is imperative to include at least one email address for the business.**

This form must be completed before the City will issue a Business License or accept a Business Registration Application.

Business Name: _____

Address: _____ Suite: _____

Business Phone Number(s): _____

Business Email Address: _____

Keyholders should be listed in order they are to be called.

Keyholder: #1: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Keyholder #2: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Keyholder #3: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Is the business alarmed? Yes: _____ No: _____

Alarm Company's Name: _____ Phone Number: _____

Is there a Knox box for your business/suite? Yes: _____ No: _____

Knox box location: _____

City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net