



Please complete this Police Emergency Notification Form when renewing your Business License & return the form to the Carrollton Police Department. **Do not fill out for home businesses.**

Date: _____ P.E.N. Sticker (4 digit #) _____ *Should be on front door or window- outside door if multiple businesses use the same entrance (business office park, etc).*

Pen # sticker needs maintenance (faded, peeling, etc.) Pen # sticker is missing

Business Name: _____
(D/B/A name- not the "Incorporated" one)

Business Address: _____ Suite: _____
(List ALL suites you occupy)

Business Phone # _____ Business Fax # _____

If moving into an existing location, what business used to be here:

If you moved from an existing location, what was your old address:

Name of Strip Mall /Business Building (if applicable): _____
(Examples- McIntosh Plaza, Professional Park, Crossroad Commons, etc.)

What businesses (if any) share an outside entrance door with you? _____
(if part of a named building /strip mall, leave this blank)

EMERGENCY NOTIFICATION CONTACT LIST *(don't list the business phone below)*

1st Contact Name: _____ Phone 1 _____
Phone 2 _____ Phone 3 _____

2nd Contact Name: _____ Phone 1 _____
Phone 2 _____ Phone 3 _____

3rd Contact Name: _____ Phone 1 _____
Phone 2 _____ Phone 3 _____

If you have a burglary alarm:

Name of alarm Company _____ Phone # _____

If you lease or rent the building, please list the landlord's information where they can be reached.

Name _____ Phone # _____

If you leave your current business location, please leave the PEN sticker in place because we'll reassign that number to the next business which moves in. If you move into an existing business, use the PEN number at the new location & just let us know you've moved.