

**SCOTTS VALLEY POLICE DEPARTMENT
 ONE CIVIC CENTER DRIVE
 SCOTTS VALLEY, CA. 95066
 (831) 440-5670**

Dear Business Owner:

The Scotts Valley Police Department is currently in the process of updating its business card file. Below you will find one of our business cards. Please complete and return it to this department at your earliest convenience.

You may be assured that all information contained on these business information cards is kept confidential and for City use only.

If any of the information on your card changes in the future you can FAX your changes to (831) 438-6930 or mail them to 1 Civic Center Drive, Scotts Valley, CA 95066.

Thank you for your assistance in this matter. The Scotts Valley Police Department maintains this business card file to enable us to provide better service to the business owners of our community.

BUSINESS CARD

NAME OF BUSINESS	BUSINESS PHONE	
BUSINESS ADDRESS	SUITE NUMBER	
FAX NUMBER	E-MAIL ADDRESS	
OWNER /MANAGER	HOME ADDRESS	HOME PHONE

Emergency contact list (List in order contact is to be made. Include owner/manager on list below if he/she is to be contacted in case of emergency.

1. NAME _____	PHONE _____
2. NAME _____	PHONE _____
3. NAME _____	PHONE _____
4. NAME _____	PHONE _____

Alarm Company	Address	Phone
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Other information (location of night lights, safe, etc)	DATE
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Sincerely,

SCOTTS VALLEY POLICE DEPARTMENT
 John P. Weiss, Chief of Police