



# Caroline County Sheriff's Office

*Sheriff A.A. "Tony" Lippa, Jr.*

118 Courthouse Lane • P.O. Box 39

Bowling Green, Virginia 22427

Phone: 804-633-1120 • Fax: 804-633-1124 • Emergencies: 911



*A State Accredited Law Enforcement Agency*

## Caroline County Business/Key Holder Information Sheet

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_ Normal Working Hours: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Type of Business: \_\_\_\_\_

### ALARM COMPANY INFORMATION

Name of Alarm Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

### KEY HOLDER #1 INFORMATION

Name of Key Holder: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Alternate Number: \_\_\_\_\_ \*ETA: \_\_\_\_\_

\*How long will it normally take for you to arrive at the place of business after an alarm or other event?

### KEY HOLDER #2 INFORMATION

Name of Key Holder: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Alternate Number: \_\_\_\_\_ \*ETA: \_\_\_\_\_

\*How long will it normally take for you to arrive at the place of business after an alarm or other event?

### ADDITIONAL INFORMATION

Please provide additional information that Police/Fire/EMS should know. EXAMPLE: location of keys, hazardous materials, misc. dangers, and etc..

Mail Back To: **Caroline County Sheriff's Office**  
**Dispatch Supervisor**  
**P.O. Box 39**  
**Bowling Green, VA 22427**

Or Fax: **804-633-0415**