

# Request for Security Check

*Please print and fill out this sheet and bring/mail/fax it to:*

**Paynesville Police Dept  
221 Washburne Ave  
Paynesville, MN 56362  
Fax# 320-243-6697**

***Any questions please call the Paynesville PD at 320-243-7346***

ICR#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (Em) \_\_\_\_\_

Address: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Type of Premises: Business: \_\_\_\_\_ Residence: \_\_\_\_\_ Other: \_\_\_\_\_ Describe: \_\_\_\_\_

Have Keys been left with anyone? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Is there an alarm on premises? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will anyone be working about or have access to premises during your absence? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date	Time	State if premises was secure or other <i>(make separate report if premises was unsecure or evidence of forced entry, vandalism or theft was present)</i>	Officer's Initials

**\*\*\*Officers – Continue record keeping on the back of this sheet\*\*\***