



Michael C. Chandler
Sheriff of Putnam County
 1035 Heritage Trail
 Ottawa, Ohio 45875

Phone 419-523-3208
 Toll Free 1-866-788-2676
 Fax: Admin. 419-523-6851
 Jail 419-523-3584
 Dispatch 419-523-6598

Website www.sheriffoff.com
 Emergency 911

Office Use Only

Call #:
Date:
Rec'd by:

Security Check Request

Mail, drop this form off, or fax to 419-523-6598

Name: _____ Phone: _____

Address: _____

Depart Date: _____ Return Date: _____

Residence: _____ Business: _____ Other: _____

Keys left with anyone? _____ Name if yes: _____

Address: _____ Phone: _____

Any vehicles parked at premises? _____ How many if yes: _____

Vehicle Description _____

Anyone have access to the premises? _____ Name if yes: _____

Address: _____ Phone: _____

Lights left on? _____ Timer? _____ What rooms? _____

Times on? _____

Person to notify in an emergency: _____

Address: _____ Phone: _____

Where can you be notified in an emergency? Include address and phone numbers.

I request a security check be made on my premises and agree to notify the Putnam County Sheriff's Office upon my return.

Signature: _____ Date: _____

Date Cancelled: _____ Cancelled by: _____