



Charlottesville, University of Virginia, Albemarle County  
Emergency Communications Center



Keyholder & After Hours Information Form

- Do you own or operate a business that is vacant after working hours?
- Are you concerned about security on the premises?
- Do you have people that you would like the police to contact if a problem were discovered there after business hours?
- If so, please fill out this form.

Name of Business:	
Address:	
Business Phone Number:	
Business or primary contact email address*:	
Date:	

**Contacts:** (In order of call)

Name of Contact #1:		Phone:	
Name of Contact #2:		Phone:	
Name of Contact #3:		Phone:	
Name of Contact #4:		Phone:	

**\*NOTE:** It is your responsibility to make sure any changes in this information are sent to us so that we can maintain accurate records. Periodically we might email you or your business at the address listed above to verify keyholder information.

**Please Return to:**

Charlottesville-UVA-Albemarle County  
Emergency Communications Center  
2306 Ivy Road  
Charlottesville, VA 22903  
ATTN: Keyholder  
FAX: (434) 971-4845

[ecckeyholder@albemarle.org](mailto:ecckeyholder@albemarle.org) (send electronically as attachment)

The Charlottesville-UVA-Albemarle County Emergency Communications Center is an independent agency established through the cooperation of the County of Albemarle, City of Charlottesville and the University of Virginia.

**In an Emergency, DIAL 9-1-1**

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2306 Ivy Road • Charlottesville, Virginia 22903 • (434) 977-9041