



City of Newport Police Department

998 Monmouth Street, Newport, KY 41071

859-292-3625 www.newportky.gov

VACATION NOTIFICATION

Date: _____

Time: _____

Name: _____

Phone: (_____) _____ Is this your mobile #? [] Yes or [] No

Address: _____

House will be vacant from: ____/____/____ to: ____/____/____

Lights will be [] left on or [] on timers in these areas: _____

(Ex: Front porch, back porch, 1st floor front room, 2nd floor rear from 7 to 11 p.m.)

EMERGENCY CONTACT INFORMATION

Name: _____ Phone (_____) _____

Name: _____ Phone (_____) _____

Have you authorized anyone to be in the home while you are away? [] Yes or [] No

If yes, please give full name(s): _____

(Ex: My son John Smith will come in to feed cat each day. Cleaning lady Mary Jones comes each Monday.)

Comments: _____

Report received by Officer _____