



OTTAWA POLICE SERVICE SERVICE DE POLICE D'OTTAWA

EMERGENCY ACCESS AUTHORIZATION FORM

ATTN: **Operations Manager, Communications Centre**
Ottawa Police Service (474 Elgin Street)
P.O. Box 9634, Station T | Ottawa, Ontario | K1G 6H5
accessinfo@ottawapolice.ca

The undersigned hereby authorizes the Ottawa Police Service (OPS) Officers to enter the premises/property of:

OFFICIAL NAME OF PROPERTY	
PROPERTY OWNERS/LANDLORDS	
PROPERTY LOCATION FULL ADDRESS IN CITY OF OTTAWA	

It is understood that this Emergency Access Authorization will enable OPS Officers and First Responders to more easily gain access to the premises in the case of emergencies or priority calls for service that may be life-threatening, critical or urgent in nature, or where crimes are in progress.

This authorization commences on _____ (DD/MM/YY) and shall remain enforceable until such time as it is revoked or other systems for entry are put in place.

Please choose the applicable mode for emergency access

<input type="checkbox"/>	The OPS is hereby authorized to enter the premises by Dialing "9911" or "991" if the system can only allow for 3 digits (that will be programmed by the property manager and/or building owner) on the intercom panel that shall call "613-230-6211" and allow access by pressing "9". If "9" code not possible, please provide alternate _____
<input type="checkbox"/>	The OPS is hereby authorized to enter the premises with the following Access Code and/or Lock Box Code: _____. (Access Code/Lock Box Code information shall remain secure and housed only on the OPS in-house computer system).

Authorized personnel

NAME (please print)		AFFILIATION (ie. Company)	
TELEPHONE		CELLPHONE	EMAIL
SIGNATURE		DATE	