GREEN BAY POLICE DEPARTMENT
CFS ALERT PROGRAM

The Green Bay Police Department's Calls for Service Alert Program allows you to receive an email alert within 24 hours after police have responded to the given address(es). Addresses MUST be in the city limits of Green Bay. A one-time service fee of **$25 per account holder** will apply.

Once the account has been created, it will be the responsibility of the landlord/property manager to manage the alerts under that account including creating, editing and deleting alerts as necessary. It will also be your responsibility to ensure your contact information is accurate.

Emails can only be sent to one email account. For additional email accounts, the service fee will apply and another form needs to be completed. You will receive an email when set up is complete.

Email alerts contain only the basic information about that call. Additional information can be obtained by contacting the Green Bay Police Department's Records Section at (920) 448-3329. All information released is subject to open records laws and requests are filled on a first come, first served basis.

For questions on completing this form or how the program works, please contact Melissa Warych at 448-3288 or melissawa@greenbaywi.gov. Completed forms with payments can be submitted in person or mailed to the **Green Bay Police Department, Attn: Melissa Warych, 307 S Adams St, Green Bay, WI 54301**. Make checks payable to the City of Green Bay.

OWNER/PROPERTY MANAGER CONTACT INFORMATION

NAME :	ADDRESS (PROPERTY OWNER OR LANDLORD):	
EMAIL:	PH#:	RELATIONSHIP TO PROPERTY (OPTIONAL): ☐ Owner ☐ Manager ☐ Other

Once your account has been created, you will receive 2 emails, the first being a Password Reset Request email from <donotreply@greenbaywi.gov>. This is a time sensitive email and is required for you to create a password for your account.

The 2nd email will be an email from melissawa@greenbaywi.gov with detailed instructions on how to access your account, along with instructions on how to create your alerts. From there, it will be your responsibility to add, edit or delete your alerts, as well as maintaining the accuracy of your contact information and alerts.

RECEIPT (FOR DEPT USE ONLY):

DATE :	AMOUNT PAID :	PAYMENT METHOD: ☐ Check ☐ Cash	SIGNED: