



To Use Stanford University Department of Public Safety Forms

Please print the necessary form, complete all requested information and add any supporting documentation. Return it to Stanford University Department of Public Safety.

It may be returned:

By U.S. Mail to: Stanford University
 Department of Public Safety
 Records Unit
 711 Serra Street
 Stanford, CA 94305-7240
 (Please allow time for mail delivery)

By Campus ID Mail to: Public Safety
 Mail Code 7240
 (Please allow time for mail delivery)

By Fax to: 650-725-8485

or By delivery in person: Public Safety Building
 Police and Fire Departments
 Serra St. at Campus Dr.
 (Directly behind the gas station).

***If you have any questions call
the SUDPS Records Unit at 650-723-9633.***



Stanford Department of Public Safety House Check Form



Address: _____

Name: _____

Phone: _____

(if available)
Emerg. Contact #: _____

Departure Date: _____

Return Date: _____

Type of Service Requested:

Home Service

Spot Check

	Yes/No	Comments
1. Is the house alarmed?		
2. Any pets in the yard?		
3. Any lights on in the residence? If so, What type and where are they located? What time do they turn on and off?		<i>Please record location(s) & on/off times here:</i>
4. Has the newspaper been stopped?		
5. Has the mail been stopped?		
6. Can access to the rear yard be obtained?		

Person(s) Visiting House While Resident(s) Away:

Name _____

Name _____

Relationship _____

Relationship _____

Home Address _____

Home Address _____

Phone Number _____

Phone Number _____

Day(s)/Times Expected _____

Day(s)/Times Expected _____

House Key Issued? Yes No

House Key Issued? Yes No

Special Instructions: Notes: (Cars in driveway, broken windows, construction, gardeners, house cleaners, house sitters, or any additional info).

REQUEST RECEIVED BY: _____

DATE: _____