Check off List for National Night Out 2014

1. Read all instructions carefully.

2. Complete registration form. This can be done on line, by fax to 651-266-5450, or mailing address at the bottom of the registration form.

3. If you are requesting police patrol officers to visit your event, this will be noted when your registration is received and the request will be submitted. For special unit requests, see # 4 below.

4. If you want special units such as K-9, Mounted, or Motor Units at your event, simply check the box on the registration form and your request will be forwarded to the appropriate unit. No need to send a written request to the Chief as in the past years!
*****_Please note the special units are only able to visit a limited number of event sites. Confirmation for where they will be stopping **will not** be available._

5. If you are planning to close your street for National Night Out on August 5, 2014, you must complete the **class B permit**, including having the signatures of 60% of your neighbors, and having the permit notarized. **Return the completed permit to the address at the top of permit page 1.** *Failure to do this may result in delay or preventing your permit from being processed!* Faxed and emailed permits will NOT be accepted due to the signatures of neighbors and notarized copy.

6. Contact your district planning council to let them know you are hosting an event and ask if they are offering any goodies for NNO. If you are not sure where your council is, go to www.stpaul.gov/index.aspx?NID=1859 where you can find the city map of District Councils. *It is **NOT** necessary to register with the National Association of Town Watch (NATW). The NATW and Saint Paul Police have no way of sharing registrations with one another so register with Saint Paul to assure being listed as an official NNO site in 2014!*