

Check off list for National Night Out **2012**



1. Read all instructions carefully.
2. Complete **registration** form. After completing, return form to the address on the second page.
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, you need to send a written request with location, time of event, and contact person to Saint Paul Police Chief Thomas Smith, 367 Grove Street, St. Paul, MN 55101. Copies are then made of request letters and sent to the special unit commander, police district commander, and the crime prevention unit. **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 7, 2012, 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!*
6. Contact your district planning council to let them know you are hosting an event and ask if they are offering any materials 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 2012!*