



Instructions for Completion of Alarm User Permit/Registration Form

Section A – To be completed by Residential alarm users only

Alarm User Name: First and last name of the residential alarm user. List both spouses, if applicable.

Alarm Location: Complete street address, including directional prefixes, where the alarm is located. Indicate the home, work and cell numbers of the alarm user, as well as one email address where the alarm user can receive correspondence. If no email address is available, leave blank.

Section B – To be completed by both Residential and Commercial alarm users.

Section C – To be completed by Commercial alarm users only.

First Line: Indicate the full legal corporate name of the business. If the business is a sole proprietorship or partnership, list the name of the owner or one partner.

Second Line: List any trade names used by the business if different from the corporation name, owner or partner's name.

Alarm Location: Complete street address, including directional prefixes, where the alarm is located. Indicate the business phone number at the alarmed location.

Owner or President: List the first and last name of the president, owner or person responsible on a corporate level for the alarm system at the alarm address. Indicate the home, work and cell numbers of the business owner, president or partner, as well as one email address where this person can receive correspondence. If no email address is available, leave blank.

Local Manager: List the first and last name, home, work and cell numbers and email address for the local manager at the alarm site.

Section D – To be completed by both Residential and Commercial alarm users

Mailing Address: Indicate separate mailing address if different from the alarm location.



Instructions for Completion of Alarm User Permit/Registration Form

Section E – To be completed by both Residential and Commercial alarm users

Contact Information: Contacts are persons, who should be contacted in the event of an alarm, and who are willing and have agreed to receive notification of an alarm activation at any time, respond to the alarm site within, grant access to the alarm site and deactivate the alarm system if such becomes necessary. Two separate contact persons are required. Provide home, work and cell numbers, as well as email addresses of contacts.

Section F – To be completed by both Residential and Commercial alarm users

Alarm Install/Service Company: List the name of the company that either installed or services your alarm system. Include the alarm company's license number, contact person and the best phone number at which to reach this individual. Check your contract or contact your alarm company for the information.

Section G – To be completed by both Residential and Commercial alarm users

Alarm Monitoring Company: List the name, license number, contact person and phone number of the company that monitors your alarm system and requests public safety dispatch on your behalf.

Section H – To be completed by both Residential and Commercial alarm users

Special Conditions: Indicate any unusual circumstances that should be considered when responding to an alarm at the permitted alarm address such as: handicapped person(s), guard dog on site, hazardous conditions/materials, security personnel, weapons, directions to alarm site, etc.

Signature Line: *A responsible residential alarm user or the president, owner, partner or local manager of a commercial alarm user must sign this form.*