

AUBURN POLICE DEPARTMENT

ALARM REGISTRATION / PERMIT APPLICATION

Select One: Residential Commercial Government

Applicant or Business Name and Alarm Location:		Phone: W: H:	Social Security No.
Alarm is: <input type="checkbox"/> Self Installed <input type="checkbox"/> Installed by a Licensed Contractor <input type="checkbox"/> Installed by Unlicensed Contractor			
Installing Alarm Company Name:	Installation Date:	Contractor's Name:	License Number:
Monitoring Alarm Company Name:	List two people with keys to your building, who have working knowledge of your alarm system and can respond within thirty (30) minutes to assist the police if required. 1. Name _____ Phone _____ 2. Name _____ Phone _____		

Mail payment to: Auburn Police Department, Alarm Tracking and Billing Section, One Minot Avenue, Auburn, ME 04210

In accordance with the City of Auburn Ordinance, if you have an alarm system in the City of Auburn it must be registered with the Auburn Police Department beginning January 1, 2008. Fire and auto alarms are excluded. Registration is \$30.00 for the first year and \$5.00 for residential or \$10.00 for commercial upon renewal each year thereafter. If Police responds to an unregistered alarm, the owner will be fined \$100.00. There is no charge for the first two false alarms within a 12 month period, beginning with the date the permit is issued. The third and fourth false alarm is subject to a \$30.00 service charge. Fifth and sixth false alarms are subject to a \$50.00 service charge. A \$100.00 service charge will be assessed for seventh and subsequent false alarms.

PERMIT APPLICATION

Complete above form and mail with registration fee of \$30.00 (check/money order) payable to City of Auburn.

- Please obtain a permit before you operate your alarm. Failure to do so may result in a fine of \$100.00.
- Changes to permit information should be submitted within 30 days.

AVOIDING SERVICE CHARGES: The following guidelines can easily prevent most false alarms:

- Make sure all alarm users and key holders are trained to use the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system.
- Be sure motion detectors are adjusted correctly, especially if you have pets, and clear of possible obstructions.
- Have an arming delay at least 60 seconds and arrange with the alarm company NOT to call police if the system goes off immediately after it has been armed.
- Read and follow instructions in your operator's manual.

*If you have any questions, please call APD at (207) 333-6650 or contact your alarm company.
You may also visit us on the web at <http://www.auburnpd.com>*