

Syracuse Police Department OLEIS Identifier System

OLEIS# _____ (Leave blank if unknown)

New Application Update Only

Important: Any change on the information submitted in this application must be reported to the Syracuse Police Department in writing within 24 hours from the time such change was instituted. (Per City Elect. Code: Chapter 15, Sec. 15.9 F-3)

Instructions: Print or type all information in black ink only. Check the card to be certain that all information is complete. All cards **MUST** be dated and signed to be valid. Cards without a signature **WILL NOT BE PROCESSED**.

Persons to be notified **MUST BE ABLE TO RESPOND** to the scene and take responsibility for the premise. Please advise them that they are listed with this department for further notification.

Miscellaneous information should include anything regarding your premise that will benefit the officers responding, such as animals (guard dogs), weapons, exits, etc. Please be as specific as possible with this information.

This form contains information regarding the following:

Business/Residence name: _____ Phone: (_____) _____

Address: _____ Zip: _____

Business Hours: _____

Alarm: (Check Appropriate)

Audible Silent Burglary Robbery Duress Medical Fire Tape Dialer Audio Capability Panic Button

Alarm Installed by: _____ Phone: (_____) _____

Alarm Monitored by: _____ Phone: (_____) _____

Persons to be notified: (Please try to list someone with a key who can check the premises and reset your alarm)

Name	Address	Phone Number
_____	_____	(_____) _____
_____	_____	(_____) _____
_____	_____	(_____) _____

Hazardous Material Information:

1. Are hazardous materials stored or maintained at this location? Yes No
2. Are material safety data sheets (MSDS) on file? Yes No If yes, where? _____

Miscellaneous Information: _____

Indicate Annual Fee exemption if applicable Age Disability Fire Medic Alert Muni-Bldg

Completed by: _____ Date: _____
(Signature) (Date of Signature)

Things to know about OLEIS

- Please note that no permits will be processed until payment is received.
- Payments can be made by Check or Money Order made payable to the Commissioner of Finance and are \$30.00 unless otherwise exempt from City Ordinance, and with proper documentation.
- OLEIS applications must be filled out, signed, and completed by the Alarm Company, not the end user, even if you have purchased a wireless system, and will otherwise be returned to sender and not processed.
- Completed permits along with payment may be sent to the below address:

**Syracuse Police - OLEIS Section
201 E. Washington St. Suite 200
Syracuse NY 13202**

Questions may be sent to the following e-mail address: OLEIS@syracusepolice.org or you may call **(315) 448-8610**.