



# RESIDENTIAL ALARM USER PERMIT APPLICATION

Portland Police Alarm Administration  
PO Box 1867  
Portland, OR 97207  
Phone: (503) 823-0031  
Fax: (503) 823-0507

## OFFICIAL USE ONLY

Date Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Alarm Permit #: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

### ALARM USER INFORMATION

(NOTE: The City of Portland requires an alarm user's permit for each burglary or robbery alarm system.)

Name of 1<sup>st</sup> Alarm User: \_\_\_\_\_ Date of Birth (senior discount): \_\_\_\_\_  
Name of 2<sup>nd</sup> Alarm User: \_\_\_\_\_ Date of Birth (senior discount): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Residence Phone #: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Type of Location:

- House
- Rental House
- Condominium
- Apartment
- Other: \_\_\_\_\_

#### RESIDENTIAL ALARM PERMIT FEE: \$25 ANNUALLY

#### CAN YOU MANUALLY ACTIVATE A ROBBERY/ SILENT SIGNAL?

A Robbery or Silent feature signals the alarm monitoring company by a button (Police shield button on alarm pad, or a number code) that you are in danger and need police assistance.

#### CHECK ONE BOX ONLY AND ENCLOSE THAT ALARM PERMIT FEE:

- \$25 - Burglary Alarm ONLY (Audible system-activated signal of entry/ attempted entry).
- \$25 - Robbery/ Silent Alarm ONLY (Silent user-activated robbery silent signal).
- \$50 - BOTH a Burglary AND a Robbery/ Silent Alarm.

Acceptable forms of payment: Check/Cash/Money Order/VISA/MasterCard

Credit Card #: \_\_\_\_\_ Expiration: \_\_\_\_ / \_\_\_\_

### ALARM COMPANY INFORMATION:

Alarm Installer: \_\_\_\_\_ 24-Hour Phone #: ( ) \_\_\_\_\_

Monitoring Company: \_\_\_\_\_ 24-Hour Phone #: ( ) \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

List up to three (3) people that possess a key and/or have permission to access the premises and deactivate the alarm.

Name:	Primary Phone:	Alternate Phone:
Contact / Alarm User #1:	( )	( )
Contact / Alarm User #2:	( )	( )
Contact / Alarm User #3:	( )	( )

SPECIAL INSTRUCTIONS FOR OFFICER RESPONSE: (Special directions, Guard dog, Security guards, etc.)

Persons with sight, hearing or speech disabilities? \_\_\_\_\_  
Other Instructions: \_\_\_\_\_  
\_\_\_\_\_

## DESCRIPTION OF FEES AND HOW TO FILE YOUR APPLICATION:

- Burglar Alarm Permit: \$25 \* Billed annually
- Robbery Alarm Permit: \$25 \* Billed annually

Systems with both robbery/silent and burglary alarm capabilities require separate permits for each function.

\* Fee is waived for residents who are age 62 or over. Proof of age is required by sending in a photo copy of a state issued ID or a birth certificate.

Failure of the alarm user to apply for a permit within 30 days after the alarm system becomes operative will result in a \$100 fine assigned for every event request.

Please mail your completed application along with the annual permit fee or, for seniors, proof of age to:

**PORTLAND POLICE ALARM ADMINISTRATION**

**PO Box 1867**

**PORTLAND, OR 97207**

**(503) 823-0031**

Please make all checks or money orders payable to: Portland Police Alarm Administration.

**Acceptable forms of payment: Check/Cash/Money Order/VISA/MasterCard**

## DESCRIPTION OF FALSE ALARM FEES/FINES DURING A PERMIT YEAR:

Permit years are NOT calendar years. They are established on the date the application is processed by the Alarm Administration.

An alarm user is allowed 4 False alarms within a permit year.

- First False Alarm No Charge
- Second False Alarm \$50
- Third False Alarm \$100
- Fourth False Alarm \$150

10 days following your Fourth False alarm, police response will be suspended to your location unless a Police Reinstatement Form is filled out by customer agreeing to pay a \$150 fee for each police response until the permit renews.

Failure to pay false alarm fees may result in suspension of police response and a \$25 late charge for any fee/fine that is not paid within 30 days of the invoice date.

Note: A power outage, low battery signal, or loss of telephone service will result in a false alarm designation to any alarm event that is called into 9-1-1. Ensure your alarm company can reach you or a responder during these types of instances, as they are not a valid reason for an appeal.

## COLLECTION OF DEBT:

In the event that an obligation due to the City of Portland is not paid, the City of Portland reserves the right to assign the debt to a private collection agency for collection.

Pursuant to ORS 697.105, If the obligation is assigned for collection, a collection fee of up to \$25.00 will be added to the amount due, and shall be payable by the debtor. The City of Portland intends to assign the obligation for collection on or after 120 days from the original invoice date.

## PLEASE CONTACT OUR OFFICE IF ONE OF THE FOLLOWING APPLIES:

- If you change your phone service, mailing address, emergency contact info, if you change your name, if you living situation changes, such as a person with a physical disability moves into your home.
- If you move or have your alarm system disconnected from power. (Submitted in writing to our office as we can not make these changes over the phone.)

PLEASE CALL OUR OFFICE AT (503) 823-0031