



INSTRUCTIONS FOR BUSINESS AND COMMERCIAL BURGLARY AND HOLDUP ALARM REGISTRATION

Failure to fully complete this form will delay your registration. Please type or print all information. This form is to be used to register business and alarm systems. The registration permit fee is **\$50.00**, and is non-refundable. One application must be submitted for each alarmed business location in Prince George's County and the \$50.00 fee must accompany each application. Please make the check or money order payable to: **Prince George's County Government**. There is a \$25.00 fee for returned checks. **Cash and credit cards are NOT accepted.**

This form may also be used to register alarm systems installed in government agencies. Please call 301-883-5463 for government agency registration instructions.

1. **Alarm Location Business and Trade Name:** Indicate the name, address and telephone number of the business the alarm is installed in. Please indicate the trade name of the business if it is different from the listed business name.
 - a) **Type of Business:** List the type of business conducted at the alarm location.
 - b) **Employer ID Number:** Indicate the employer identification number assigned to the business.
2. **Parent Company Name:** Indicate the name, address and telephone number of the business' parent company.
3. **Owner / President of Business Alarm Location:** Indicate the name, address and telephone numbers of the owner or president of the business.
4. **Name and Address of Responsible Billing Party:** If the responsible party is not the president or owner of the business, please indicate the name, mailing address and telephone number of the person that will receive any correspondence regarding the alarm system.
5. **Special Conditions:** Indicate any unusual circumstances that should be considered when police are responding to an alarm at this address. Special conditions include: Guard Dogs, Security Guards, Weapons, Hazardous Materials, etc.
6. **List Three Persons to Contact in the Event of an Alarm:** List the names and telephone numbers of three contacts who have agreed to the following:
(Your alarm company may be named in lieu of one contact.)
 - a) Receive notification of an alarm activation at any time.
 - b) Respond to the alarm site within one (1) hour.
 - c) Grant access to the alarm site and deactivate the alarm system if it becomes necessary.
7. **Have you previously registered an alarm system in Prince George's County?:** Check Yes or No. If you have previously registered an alarm system, please enter the **Registration Number**.
8. **Alarm Company Information:** Indicate the name, Prince George's County Alarm Business License Number, address and telephone number of the alarm company that sold the alarm system to your business. This information is available from your alarm company.

9. **Alarm Installation Company:** Indicate the name, Prince George's County Alarm Business License Number, address and telephone number of the alarm company that **installed** your alarm system.
10. **Alarm Maintenance Company:** Indicate the name, Prince George's County Alarm Business License Number, address and telephone number of the alarm company that **services** your alarm system.
11. **Monitoring Company:** Indicate the name, Prince George's County Alarm Business License Number, address and telephone number of the alarm company that **monitors** your alarm system.
12. **Signature / Date:** To be signed and dated by the business' owner or president.

Return the completed form, with the **\$50.00**, non-refundable, registration fee, to:
The False Alarm Reduction Unit, 9201 Basil Court, Suite #107, Largo, MD 20774

A Synopsis of the Prince George's County Alarm Law, Subtitle 9, Sections 9-130 to 9-141

The law requires that all alarm users register their alarm system with the Prince George's County Police Department, False Alarm Reduction Unit **before** using their system. Any changes in the information contained in the application must be forwarded to:

The False Alarm Reduction Unit, 9201 Basil Court, Suite 107, Largo, Maryland 20774.

This notification must be made within ten (10) days of the change.

False Alarm Signal Occurrence	False Alarm Response Fee
1 st , 2 nd , or 3 rd	No Fee
4 th , 5 th , or 6 th	\$50.00 each
7 th , 8 th , or 9 th	\$100.00 each
10 th , 11 th , or 12 th	\$150.00 each
13 th or greater	\$200.00 each

Alarm users must have their alarm system inspected by a licensed alarm business after six (6) false alarms from the system in 365 days.

Alarm users must have their alarm system upgraded to meet the standards established under Subtitle 9 Sections 130-141 after the twelve (12) false alarm activations in 365 days.

An alarm business must not install or maintain, and an alarm user must not use, an audible system, which can sound continuously for more that thirty (30) minutes.

An alarm user permit is valid only for the premises registered and is **NOT** transferable to another alarm user or premises. A new permit must be obtained for each alarm site.

Failure to register an alarm system, pay alarm response fees, or meet other requirements detailed in the County Code, will subject the alarm user to additional fines or the revocation of police response to future alarm activations.



**PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
FALSE ALARM REDUCTION UNIT**

301-883-5465

**BUSINESS / COMMERCIAL ALARM USER
PERMIT REGISTRATION**

New Registration
 Registration Renewal
 Information Change

A \$50.00 non-refundable, registration fee is required with each registration form. Make check or money order payable to: **Prince George's County Government**. All information must be typed or printed. Please refer to the instructions for further information.

When Completed, Please Mail To:

False Alarm Reduction Unit, 9201 Basil Court, Suite #107, Largo, MD 20774

EXPIRATION DATE: ____ / ____ / ____

ALARM TYPE: BURGLAR PANIC ROBBERY DURESS OTHER _____
 CONNECTION: LOCAL REMOTE LOCAL SOUND: SILENT AUDIBLE
 RESET: MANUAL AUTOMATIC ACQUISITION: PURCHASE LEASE

Alarm Location (Alarm Law Section 9-134)

BUSINESS OR COMMERCIAL NAME	TRADE NAME	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE
TYPE OF BUSINESS (I.E. RETAIL, WAREHOUSE, ETC.)		EMPLOYER ID NUMBER

Parent Company Information (Alarm Law Section 9-134)

PARENT COMPANY NAME	PHONE NUMBER
STREET NUMBER	STREET NAME
CITY	STATE
SUITE / ROOM NUMBER	
ZIP CODE	

Owner / President Of Business (Alarm Law Section 9-134)

LAST NAME	FIRST NAME	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE

Name And Address Of Responsible Billing Party (Alarm Law Section 9-134)

LAST NAME	FIRST NAME	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE

Special Conditions: i.e., Security Guard, Hazardous Material, Guard Dog, Weapons, etc. (Alarm Law Section 9-134)

List 3 People To Contact In The Event Of An Alarm (Alarm Law Section 9-134)

1. LAST NAME	FIRST NAME	
HOME PHONE NUMBER	WORK PHONE NUMBER	PAGER / CELLUAR PHONE NUMBER
2. LAST NAME	FIRST NAME	
HOME PHONE NUMBER	WORK PHONE NUMBER	PAGER / CELLUAR PHONE NUMBER
3. LAST NAME	FIRST NAME	
HOME PHONE NUMBER	WORK PHONE NUMBER	PAGER / CELLUAR PHONE NUMBER

Have you previously registered an alarm in the county? YES NO (Alarm Law Section 9-134)

If YES, Enter Registration Number: _____

Alarm System Purchased From: (Alarm Law Section 9-134)

COMPANY NAME	COUNTY ALARM BUSINESS LICENSE NUMBER	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE

Alarm System Installed By: (Alarm Law Section 9-134)

COMPANY NAME	COUNTY ALARM BUSINESS LIC. NO.	DATE INSTALLED	PHONE NUMBER
STREET NUMBER	STREET NAME		SUITE / ROOM NUMBER
CITY	STATE		ZIP CODE

Alarm System Maintained By: (Alarm Law Section 9-134)

COMPANY NAME	COUNTY ALARM BUSINESS LICENSE NUMBER	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE

Alarm System Monitored By: (Alarm Law Section 9-134)

COMPANY NAME	COUNTY ALARM BUSINESS LICENSE NUMBER	PHONE NUMBER
STREET NUMBER	STREET NAME	SUITE / ROOM NUMBER
CITY	STATE	ZIP CODE

{County Code, Section 9-134 (b)} Registration of an alarm system is not intended to, nor will it, create a contract, duty or obligation, either expressed or implied, of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity, as provided by law, is retained. By registering an alarm system, the alarm user acknowledges that police response may be based on factors such as availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions and staffing levels.

SIGNED BY _____

DATE _____