

YEAR:

**AUBURN POLICE DEPARTMENT**  
**ALARM REGISTRATION/RENEWAL**

Office Use Only:

- New Registration     Renewal
- Residential     Commercial     Government

<b>Applicant or Business Name:</b>		<b>Phone:</b>	
<b>E-mail address:</b>			
<b>Alarm Location:</b>		<b>Billing Address:</b>	
<b>Monitoring Alarm Company:</b>	<b>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.</b> 1. Name _____ Phone _____ 2. Name _____ Phone _____		

**Mail payment to: Auburn Police Department, Alarm Tracking & Billing, 60 Court Street, Auburn, ME 04210**

In accordance with the City of Auburn Ordinance (available at [www.auburnmaine.org](http://www.auburnmaine.org)), if you have an alarm system in the City of Auburn, it must be registered with the Auburn Police Department. Fire and auto alarms are excluded. Registration is \$30.00 for the first year. Thereafter, there will be an annual renewal fee of \$5.00 for residential and \$10.00 for business customers. **If police respond to an unregistered alarm, the owner will be fined \$100.00.**

**FALSE ALARMS**

There is no charge for the **first two** false alarms within a 12 month period.

- Third and fourth false alarms: **\$30.00** service charge per occurrence
- Fifth and sixth false alarms: **\$50.00** service charge per occurrence
- Seventh and subsequent false alarms: **\$100.00** service charge per occurrence

**NEW PERMITS**

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

- 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.

**RENEWALS**

Complete above form and mail with registration fee of **\$5.00 residential** or **\$10.00 commercial** (check/money order) payable to *City of Auburn*. Please remember that alarm permit renewal is required on an **annual** basis.

**AVOID 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 properly adjusted and clear of possible obstructions.
- Have an arming delay of 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 questions, please call APD at (207) 333-6650 or contact your alarm company.  
You may also visit us on the web at [www.auburnpd.com](http://www.auburnpd.com).*