

YEAR:

## AUBURN POLICE DEPARTMENT

### ALARM REGISTRATION

Office Use Only:

☐ Residential ☐ Commercial ☐ Government

Applicant or Business Name:		Phone:	
E-mail address:			
Alarm Location:		Billing Address:	
Monitoring Alarm Company:	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 & Billing, 60 Court Street, 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. Fire and auto alarms are excluded. Registration is \$30.00 for the first year. Annual renewals are not required. **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.

#### 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, call the APD: (207) 333-6650 or contact your alarm company.*