

# TOWN OF BERLIN

Police Department  
240 Kensington Road  
Berlin, CT 06037

## APPLICATION FOR ALARM REGISTRATION

Notice: Per Chapter 18 of the Berlin Municipal Code, every owner or operator must apply for a permit to operate an alarm unit in the town. This information is CONFIDENTIAL and will not be released outside this agency except per court order. Please Print Clearly.

**I. APPLICANT:**

ALARM PERMIT NO: \_\_\_\_\_ (Office use only)

NAME:	DAYTIME NUMBER:	EVENING NUMBER:	CELL PHONE:
MAILING ADDRESS:		DRIVER'S LICENSE NUMBER:	
CITY, STATE, ZIP:		EMAIL:	

**II. ALARM PREMISES:**

ADDRESS, IF DIFFERENT THAN MAILING ADDRESS:	TELEPHONE NUMBER AT ALARMED LOCATION:
CITY, STATE, ZIP:	NONRESIDENTIAL, BUSINESS OR ENTITY NAME:
NATURE OF PREMISES: RESIDENTIAL    NONRESIDENTIAL    GOVERNMENT    OTHER _____ PRE-EXISTING ALARM    NEW INSTALLATION 1# _____    HAZARDS?    DOG    WEAPONS    CHEMICALS	

**III. ALARM SYSTEM, MONITORING AND INSTALLATION COMPANY**

**IV. AUTHORIZED KEY HOLDERS :**

A KEYHOLDER is someone you trust who, in your absence and within 20 minutes of being notified, will arrive at your premises after an alarm activation in order to secure the property and/or assist the Police Department in determining the cause of the alarm.

ALARM MONITORING COMPANY:	NAME, FIRST KEYHOLDER:
ALARM MONITORING COMPANY ADDRESS:	ADDRESS:
	DAY TELEPHONE:
TELEPHONE NUMBER:	EVENING TELEPHONE:
	CELL PHONE:
NAME, SECOND KEYHOLDER:	NAME, THIRD KEYHOLDER:
ADDRESS:	ADDRESS:
DAY TELEPHONE:	DAY TELEPHONE:
EVENING TELEPHONE:	EVENING TELEPHONE:
CELL PHONE:	CELL PHONE:

Upon receipt of completed application and \$10.00 registration fee, a registration number shall be assigned to the Alarm System. Failure to register an Alarm System will result in a \$90.00 fine. Once a registration number has been issued, any changes to permit information should be submitted in writing to the police Department within ten (10) days. Each alarm permit shall be valid for one year from the date of issuance.

I hereby certify that, to the best of my knowledge, the above information is correct, I also agree to accept full responsibility for the alarm device within the terms of the ordinance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**(over)**

## INSTRUCTIONS FOR ALARM PERMIT APPLICATION

Failure to correctly and fully complete this form will delay your registration. This form is to be used to register burglar/robbery, panic/duress and fire systems. **There is a \$10.00 fee to register your alarm.** All information must be typed or printed and is confidential.

- I. **ALARM APPLICANT INFORMATION:** Indicate the complete name of the person responsible for the alarm operation or name of establishment.
  - a. Indicate your drivers license number in the space provided.
  - b. Indicate the mailing address of the applicant, if different from alarm address.
  - c. Indicate the email address of the applicant
- II. **ALARM PREMISES:** Indicate the complete address where alarm is located if different from applicant address.
  - a. Indicate any unusual circumstances that should be considered when responding to an alarm at the alarmed location, i.e. watch dog, security guard, hazardous materials, weapons, etc.
- III. **ALARM MONITOR/INSTALLER:** Indicate the name, phone number and address for the alarm company that monitors, sold, installed, maintains your alarm system.
- IV. **List two (2) persons to contact in the event of an alarm:** List the name, address and phone number of two persons who have agreed to:
  - a. Receive notification of an alarm activation at any time.
  - b. Respond to the alarm site within twenty (20) minutes of notification; and
  - c. Grant access to the alarm site and deactivate the alarm system if such becomes necessary.

**NOTE: all fire alarms must be installed in accordance with Town of Berlin Municipal code No. 04-02.**

### PENALTIES

#### FAILURE TO REGISTER ALARM SYSTEM

**\$90.00**

The ordinance establishes a fine schedule for repeated false alarms which require a response from police & fire services. Fines and false alarms are based on a calendar year.

#### FALSE ALARM FINE SCHEDULE

<u>Number of False Alarms</u>	<u>Fine</u>
1	No Fine
2	No Fine
3	\$ 50.00

After the first fine, each subsequent false alarm fine will increase by \$25.00 as follows:

4	\$ 75.00
5	\$100.00
6	\$125.00
7	\$150.00
8	\$175.00
9	\$200.00
10	\$225.00 And continuing to increase by \$25.00 each time.

For alarm users who have not registered their systems, a ninety dollar (\$90.00) fine will be charged. In addition to the non-registration fee, any operator of a non-permitted alarm system will be subject to a citation. Any further false alarms with a non-permitted alarm system will follow the increasing fees as detailed above.

**Mail completed Application Form with a \$10.00 check or money order made payable to: Berlin Police Department, 240 Kensington Road, Berlin, CT. 06037**