SPRINGETTSBURY TOWNSHIP POLICE DEPARTMENT



***ALARM REGISTRATION/RENEWAL FORM***

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| NEW Alarm ($25)  Renewal ($15) | Please check ALL boxes that apply: (At Least ONE box must be checked)  ***Burglar/Holdup***  ***Fire***  ***EMS*** |

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| ***NOTICE***: IN ORDER TO BE PROCESSED, THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, AND THE APPROPRIATE REGISTRATION FEE ***MUST*** BE ATTACHED.  The “ALRM YEAR” begins July 1st and ends June 30th. ***REGISTRATION DUE DATE***: No later than ***JULY 1st*** each year. |

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| Alarm Year: | Type of Alarm:  RESIDENTIAL  COMMERCIAL |

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| --- | --- |
| Resident/Business Name | Resident/Business Phone |
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| --- | --- |
| Full Street Address | Resident/Business E-Mail Address |
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| --- | --- |
| Business Owner’s Name | Business Owner’s Phone |
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| --- | --- |
| Business Owner’s Full Mailing Address | Business Owner’s E-Mail Address |
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| --- | --- |
| Local Manger’s Name | Local Manger’s Phone |
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| Local Manger’s Full Mailing Address |
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| ***NOTE:*** Commercial/Business Local Manager’s name/address/phone **MUST** be completed. If an alarm violation occurs, this person is considered the “Responsible Party”, and he or she will be responsible in the event False Alarm Citations are filed with the District Judge. If this person changes during the year, the Springettsbury Township Police Department **MUST** be notified of the change within ten (10) business days. |

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| ***Alarm Servicing Company*** |
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| Springettsbury Township Police and Fire Departments are responsible for the protection of the general public, and therefore, respond to individual alarm systems as permitted by available manpower at the time of any alarm. Excessive false or unnecessary alarms may result in reduced response priority to your individual address and will necessitate that penalties be imposed. To facilitate our response, post your street number so that it is clearly visible from the roadway, and in compliance with Township Ordinance #116-1 relating to posting of street addresses.  It is the alarm user’s responsibility to use the system properly, and to keep it in good working condition. Have your system inspected and serviced regularly by qualified technicians. Report any system problem promptly to your alarm servicing company. All system batteries, especially the main backup battery, must be replaced in a timely manner as required.  ***PREVENT FALSE ALARMS***: Before arming your system, (1) always check to ensure that all protected doors and windows are closed and secure, (2) always check to ensure that motion sensor areas are clear of moving objects such as hanging signs or helium balloons, and (3) if you are unable to disarm your system, wait a few seconds before trying again. Ask your alarm company for specific instructions regarding your alarm system, (4) all potential system users, such as relatives, housekeepers, cleaning services, etc., should be regularly trained in the proper use of your systems. |

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| PLEASE MAIL COMPLETED REGISTRATION/RENEWAL FORM ALONG WITH THE APPROPRIATE REGISTRATION FEE TO: ***Springettsbury Township Police Department***  ***1501 Mount Zion Road***  ***York, PA 17402***  ***NOTE: No receipts will be issued! Your cancelled check or money order stub will be your receipt. Please keep a copy of this form for your records.*** |

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| Printed Name | Signature | Date |
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