



TOWN OF SIMSBURY
ALARM REGISTRATION FORM
FORM SPD83 - PAGE 1 OF 2

\$10.00 FEE for NEW PERMIT
Check or money order only (no cash/cc)

OFFICE USE ONLY:		PERMIT#
Date Received: _____		
Paid \$ _____	<input type="checkbox"/> cash <input type="checkbox"/> ch# _____	OR <input type="checkbox"/> Update/NC Per # _____
Approved by: _____ # _____		
<input type="checkbox"/> Entered in LEAS <input type="checkbox"/> Checked in CAD <input type="checkbox"/> cc registrant(s)		
<input type="checkbox"/> Not Knox-box compliant at time of reg/noticed w/cc		

PREMISE INFORMATION

Please select one of the following: ☐ NEW registration (\$10) ☐ UPDATE to existing alarm permit (no charge)

Address where alarm is located: _____
Number Street Unit/Apt: _____

Type of registration:

☐ RESIDENTIAL—Do you ☐ own or ☐ rent/lease? If rent/lease, owner's name: _____
Owner's contact tel. #: _____

☐ BUSINESS: Type of business: _____ Name of business: _____

Registrant (primary person listed with alarm company): _____

Registrant's email address (optional): _____

Co-registrant, if applicable: _____ ☐ co-owner ☐ landlord ☐ other _____

Mailing address, if different: _____
(for billing & other communication) Number Street Town/City Zip code

ALARM INFORMATION

Alarm monitoring company: _____ Tel. # _____

Type of monitoring—select all that apply: ☐ Medical ☐ Fire ☐ Burglar/Intrusion ☐ Panic ☐ Holdup

Does alarm ring outside? ☐ No / ☐ Yes: Does it have the required thirty (30) minute shutoff? ☐ No ☐ Yes

If you checked "fire" monitoring above, is a mandatory locked key box (aka "knox" box) installed?

☐ No ☐ Yes If you checked "yes," where is the box located? _____

If you checked "no," contact the Simsbury Fire Department at 860-658-1971.

You must purchase the box directly from the Simsbury Fire Department.

Update the Records Division at 860-658-3125 when installed. Your registration may be provisional if you do not have a locked key box at time of application.

If you have keyless entry and have made other arrangements with the Fire Department, check here & explain in brief: ☐ _____

AUTHORIZED KEYHOLDERS

- Please list the authorized keyholders on the next page.
- List in the order you would like them called.
- Typically you will want to start with the owners/managers.
- Keyholders can be any adult who has a key to the alarmed address and can respond in a **timely** manner if you are not available.
- Please list dates of birth if available. They are not required.

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ALL AUTHORIZED KEYHOLDERS (Generally, start with yourself unless you will not be a keyholder)1) **Name:** _____ ☐ Male ☐ Female *Date of birth:* _____**Check one:** ☐ Family (in home) ☐ Landlord/Property Manager ☐ Neighbor ☐ Friend
☐ Self ☐ Family (not in home) ☐ Tenant ☐ Other: _____**Town if not Simsbury:** _____ **Relationship or title/position:** _____**Primary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____**Secondary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____2) **Name:** _____ ☐ Male ☐ Female *Date of birth:* _____**Check one:** ☐ Family (in home) ☐ Landlord/Property Manager ☐ Neighbor ☐ Friend
☐ Self ☐ Family (not in home) ☐ Tenant ☐ Other: _____**Town if not Simsbury:** _____ **Relationship or title/position:** _____**Primary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____**Secondary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____3) **Name:** _____ ☐ Male ☐ Female *Date of birth:* _____**Check one:** ☐ Family (in home) ☐ Landlord/Property Manager ☐ Neighbor ☐ Friend
☐ Self ☐ Family (not in home) ☐ Tenant ☐ Other: _____**Town if not Simsbury:** _____ **Relationship or title/position:** _____**Primary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____**Secondary phone number:** _____ ☐ cell ☐ home ☐ work ☐ other _____**ADDITIONAL PREMISE INFORMATION (optional)***Would you like to provide the Police Department with additional information regarding the address? This may include additional keyholders, medical information, your occupation, periods the house is often vacant, tenant or other relevant information.*☐ **Check here if you have attached additional information or provided on reverse.****SIGNATURE & ACKNOWLEDGMENT**

By signing below I acknowledge I have read and understand the provisions of the alarm ordinance as provided to me at the time of registration and I agree to abide by those provisions as they apply to my alarm system. This includes providing timely updates of any changes in registration information. I understand that I am allowed up to three (3) false alarms per year at no charge, but will be charged for additional alarms determined to be false: \$50 for fourth (4th) false alarm; \$75 for fifth (5th) false alarm; \$90 each for sixth (6th) and any additional false alarms.

 Phone # if not above: _____**Signature of applicant**

*Complete form with a minimum of one keyholder,
include \$10.00 fee for new alarm permits (check or money order only), and mail to:*

Simsbury Police Department, Attn: Records, 933 Hopmeadow Street, Simsbury, CT 06070-1822The Records Division can be reached at 860-658-3125 or records@pd.simsbury-ct.gov with questions or updates.

Rev. 8/30/2017

Key Provisions of Alarm Ordinance
Chapter 61, Alarm Systems - A Summary of Key Points
July 14, 1994 Effective Date

The Town of Simsbury mandates compliance with the provisions of Chapter 61 in order to enhance the safety of the residents of Simsbury as well as the safety of Simsbury police officers, firefighters and volunteer ambulance personnel responding to alarms.

Reference Summary
Keep for your records

1. No alarm system may be operated without a permit issued by the Town. The fee for the permit is \$10.00.
2. Changes in the information on the permit application must be reported to the Police Department within ten (10) days of such change.
3. The Police Commission may impose a penalty upon an alarm system owner/user in the amount of \$25 for each day of continued noncompliance.
4. Permittees are allowed up to three (3) false alarms in any calendar year without charge. For additional false alarm activations, the following charges apply:
 - a. Fourth (4th) false alarm: \$50.00
 - b. Fifth (5th) false alarm: \$75.00
 - c. Sixth (6th) false alarm (and any additional): \$90.00
5. False alarm charges which remain unpaid for a period of more than thirty (30) days will be doubled.
6. False alarms do NOT include activations caused by fire, criminal act or other emergency; an act of nature, such as earthquakes, tornado or hurricane, or failure of telephone equipment used for transmission of alarm.
7. False alarms DO include the activation of an alarm system through the mechanical failure, improper monitoring, malfunction, improper installation or negligence of the alarm system owner/user or his employees, agents or family. This includes all persons allowed access to your residence, including people working there, realtors, etc.
8. No permit will be issued for a fire alarm system unless the alarm location has a locked key vault (aka “knox” box) for the purpose of providing access to the alarmed premises by the Fire Department. (Contact the Fire Department at 860-658-1971 for more information.)
9. The above is not the alarm ordinance inclusive. Find the Town Code Book Chapter 61 online at: <https://www.ecode360.com/8848480>.