RESIDENTIAL ALARM USER PERMIT APPLICATION

Portland Police Alarm Administration
PO Box 1867
Portland, OR 97207

Phone: (503) 823-0031
Fax: (503) 823-0507
Email: Alarms@PortlandOregon.Gov

OFFICIAL USE ONLY

Date Received: _____

Amount Received: _____

Alarm Permit #: _____

Date Issued: _____

ALARM USER INFORMATION

Name of 1st Alarm User: _____ Date of Birth (senior discount): _____

Name of 2nd Alarm User: _____ Date of Birth (senior discount): _____

Street Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Residence Phone #: _____

Mailing Address (*if different*): _____

City: _____ State: _____ Zip: _____

RESIDENTIAL ALARM PERMIT FEE: $25 ANNUALLY

Acceptable forms of payment: Check/ Cash/ Money Order/ VISA/ MasterCard/ AMEX

Credit Card #: _____ Expiration: __ __ /__ __

Security Code on back of Credit Card (CID): _____

Residents over the age of 62 years old qualify to have the $25 annual permit fee waived.
See back for more information needed for senior discount.

ALARM COMPANY INFORMATION:

Monitoring Company: _____ 24-Hour Phone #: ( ) _____

EMERGENCY CONTACT INFORMATION:

	Name:	Primary Phone:	Alternate Phone:
Alarm User #1:		( )	( )
Alarm User #2:		( )	( )
Contact #3:		( )	( )

SPECIAL INSTRUCTIONS FOR OFFICER RESPONSE: (Special directions, Guard dog, Security guards, Fence/Gate code etc.)

_____

_____

Signature: _____ Date: _____

DESCRIPTION OF FEES AND HOW TO FILE YOUR APPLICATION:

The following fees and fines are required by the Alarm Ordinance:

- Residential Alarm Permit: $25 * Invoiced approx. 6 weeks prior to expiration date
- Senior Residential Alarm Permit: $0 * Automatically renewed no invoice sent

* Fee is waived for residents who are age 62 or over. Proof of age is required by sending in a photo copy of a state issued ID as proof of age and residence.

Failure of the alarm user to apply for a permit within 30 days after the alarm system becomes operative will result in a $100 fine assigned for every event request.

Please mail your completed application along with the annual permit fee or, for seniors, proof of age to:

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PO BOX 1867
PORTLAND, OR 97207
PHONE: (503) 823-0031
FAX: (503) 823-0507
EMAIL: ALARMS@PORTLANDOREGON.GOV

Please make all checks or money orders payable to: Portland Police Alarm Administration.

DESCRIPTION OF FALSE ALARM FEES/FINES DURING A PERMIT YEAR:

Permit years are NOT calendar years. They are established on the date the application is processed by the Alarm Administration.

An alarm user is allowed 4 False alarms within a permit year.

- First False Alarm No Charge
- Second False Alarm $50
- Third False Alarm $100
- Fourth False Alarm $150

10 days following your Fourth False alarm, police response will be suspended to your location unless a Police Reinstatement Form is filled out by customer agreeing to pay a $150 fee for each police response until the permit renews.

Failure to pay false alarm fees may result in suspension of police response and a $25 late charge for any fee/fine that is not paid within 30 days of the invoice date.

Note: A power outage, low battery signal, or loss of telephone service will result in a false alarm designation to any alarm event that is called into 9-1-1. Ensure your alarm company can reach you or a responder during these types of instances, as they are not a valid reason for an appeal.

COLLECTION OF DEBT:

In the event that an obligation due to the City of Portland is not paid, the City of Portland reserves the right to assign the debt to a private collection agency for collection.

Pursuant to ORS 697.105, If the obligation is assigned for collection, a collection fee of up to $25.00 will be added to the amount due, and shall be payable by the debtor. The City of Portland intends to assign the obligation for collection on or after 120 days from the original invoice date.

PLEASE CONTACT OUR OFFICE IF ONE OF THE FOLLOWING APPLIES:

- If you change your phone number, mailing address, emergency contact info, if you change your name, if you living situation changes, such as a person with a physical disability moves into your home.
- If you move or have your alarm system disconnected from power. (Submitted in writing to our office as we can not make these changes over the phone.)

PLEASE CALL OUR OFFICE AT (503) 823-0031