



**HOWARD COUNTY POLICE DEPARTMENT
AUTOMATED ENFORCEMENT DIVISION
3410 COURT HOUSE DRIVE, ELLICOTT CITY MD 21043
410-313-6199 FAX 410-313-5771**

**REGISTRATION TYPE:
Residential _____ or Non-Residential _____**

A NON-REFUNDABLE \$25.00 REGISTRATION FEE MUST BE SUBMITTED WITH REGISTRATION FORM. MAKE CHECK OR MONEY ORDER PAYABLE TO DIRECTOR OF FINANCE, HOWARD COUNTY. ALL INFORMATION MUST BE TYPED OR PRINTED. PLEASE REFER TO THE INSTRUCTIONS ON THE BACK OF THIS FORM FOR FURTHER INFORMATION. USE A SEPARATE SHEET OF PAPER FOR ADDITIONAL INFORMATION. ALL INFORMATION IS CONFIDENTIAL. HCPD.ORG e-mail: falsealarmreduction@howardcountymd.gov

1. NAME OF HOMEOWNER OR BUSINESS (AT ALARM ADDRESS)

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FIRST NAME/ LAST NAME

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STREET NUMBER

STREET NAME

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APT#

CITY

STATE

ZIP CODE

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HOME PHONE #

WORK PHONE #

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DRIVER LICENSE#

E-MAIL ADDRESS

2. MAILING ADDRESS (IF DIFFERENT FROM ALARM LOCATION)

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STREET NUMBER

STREET NAME

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SUITE/ROOM#

CITY

STATE

ZIP CODE

3. LIST 2 PEOPLE TO CONTACT IN THE EVENT OF AN ALARM

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FIRST NAME

LAST NAME

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HOME PHONE #

WORK PHONE#

PAGER/CELL PHONE

--	--

FIRST NAME

LAST NAME

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HOME PHONE #

WORK PHONE#

PAGER/CELL PHONE

4. SPECIAL CONDITIONS: IE; WATCH DOG, INDIVIDUALS WITH DISABILITIES, ETC

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5. ALARM COMPANY INFORMATION

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COMPANY NAME

HO. CO. REG.#

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PHONE#

FAX#

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DATE SYSTEM INSTALLED

6. MONITORING COMPANY INFORMATION (IF DIFFERENT FROM ALARM COMPANY)

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COMPANY NAME

HO.CO. REG.#

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WORK PHONE#

FAX#

7. PURPOSE OF THE ALARM SYSTEM (BURGLARY, HOLD-UP, DURESS, OTHER)

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IMPORTANT NOTE: YOUR ALARM COMPANY MUST PROVIDE YOU WITH WRITTEN INSTRUCTIONS FOR THE ALARM SYSTEM, INCLUDING GUIDELINES ON HOW TO AVOID FALSE ALARMS.

Registration of an alarm system is not intended to, nor will it create a contract, duty or obligation, either expressed or implied, of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By registering an alarm system the alarm user acknowledges that police response may be based on factors such as availability of police units, priority of calls, weather conditions, traffic conditions, emergency situations, and staffing levels.

False statements to any of the questions contained in this application form may constitute perjury. Perjury, fraudulent behavior, or any violation of the conditions for the issuance of this registration will result in refusal of registration, or if granted, in revocation or suspension of same. Each separate violation of the registration provisions may result in a civil fine. All information contained herein is confidential. This registration is non-transferable. The alarm business shall inform the Howard County Police Department False Alarm Reduction Unit, in writing, of any change to the information contained herein, within ten (10) business days of the change taking effect.

I do solemnly declare and affirm under the penalties of perjury that the contents of this application are true and correct.

ALARM USER (signature) _____ DATE _____

<p>DEPT. USE ONLY CK# _____ MO# _____ AMT _____ DATE _____</p> <p>DEP. TO ACCT 011-006-5121</p>

Instructions for Alarm Registration

Failure to correctly and fully complete this form will delay your registration. This form is to be used to register Residential and Non Residential burglary/robbery, panic/duress systems. The non-refundable registration fee is \$25.00. One fee per registration application is required. Make check or money order payable to the Director of Finance, Howard County. Do not send cash. All information must be typed or printed.

3. **List two (2) persons who should be contacted in the event of an alarm.** List the names and phone numbers of two (2) persons who are able and have agreed to:
 - (a) Receive notification of an alarm activation at any time;
 - (b) Respond to the alarm site within thirty (30) minutes; and
 - (c) Grant access to the alarm site and deactivate the alarm system if such becomes necessary.
4. **Special Conditions:** Indicate any unusual circumstances that should be considered when responding to an alarm at the registered alarm address such as: handicapped person(s), guard dog, hazardous materials, weapons, pets, serious illnesses, etc.
5. **Alarm Company:** Indicate the name, Howard County Alarm Business License Number, and both the phone and facsimile number for the alarm company that sold, installed, repairs or maintains your system.
6. **Monitoring Company:** Indicate the name, Howard County Alarm Business License Number, and both the phone and facsimile numbers for the company that monitors your system, and the date of installation.
7. **Signature Line:** This registration form must be signed by the alarm user.

Once this form is fully completed, return the original with your non-refundable \$25.00 registration fee to the Howard County Police Department, Automated Enforcement Division, P.O. Box 17414, Baltimore, MD 21297-1414. After the information is entered in our data base you will receive a confirmation letter with the registration number and expiration date.

Synopsis of the Howard County Alarms Law

An application shall be submitted within 5 days after an alarm installation or the taking control by a user of an existing alarm system that was previously controlled by another alarm user.

The Automated Enforcement Division must collect an escalating false alarm response fine from the alarm user for each false alarm from the user's alarm system over 2 in any 12 month period, unless the fine is waived for good cause. The false alarm response fines start at \$50 for the 3rd false alarm and escalate to \$1000 per false alarm.

Alarm users must have their alarm system inspected by a registered alarm business upon the 5th false alarm from the system in any 12 month period and must submit a completed, signed inspection certificate to the Automated Enforcement Division within 30 days of notification. If within any 12 month period, the alarm system emits 5 false alarms subsequent to a certification under this paragraph, the alarm user shall have the alarm system inspected by a registered alarm business and shall submit another alarm system certification to the Automated Enforcement Division within 30 days of the request for inspection.

An alarm user who fails to register his or her system as required in Title 17 Subtitle 7 Alarms, Sec. 17.704, is subject to a civil penalty of \$200.00.

Any appeal of the determination of a false alarm must be filed within 30 days to the Alarm Administrator and must be accompanied by a \$20.00 filing fee, which will be returned if the appeal is granted. Any alarm user or alarm business that violates a provision of Subtitle 7 for which a penalty is not specified is subject to a civil penalty of not more than \$50.00.

The Alarm Administrator may refuse to grant an alarm registration to an alarm user or alarm business, and may suspend or refuse to renew an alarm registration, if the Administrator finds that:

- Installation, repairs, maintenance, or other work on the alarm system do not meet the requirements of Subtitle 7;
- Fees required or fines imposed under this subtitle have not been paid;
- False information of a material matter has been submitted in the application; or
- An alarm business has committed a violation of Subtitle 7, Title 17, or Subtitle 4 of the County Code, or any other law or regulation relating to the sale, installation, monitoring, or maintenance of alarm systems.

An alarm system registration is effective for a period of 2 years. At least 30 days prior to the registration expiration date, the False Alarm Administrator shall notify the alarm user of the expiration date and of the procedure for renewal of the registration.

Federal, state, and local government facilities are exempt from the fines and penalties under Subtitle 7, but shall be subject to all other provisions of the Subtitle.