



VILLAGE OF LAKE BLUFF POLICE DEPARTMENT



Matthew J. Smizinski, Chief of Police

45 East Center Avenue
Lake Bluff, Illinois 60044

(847) 234-2153

FAX (847) 234-2166

Over 100 Years of Community Service & Protection

Annual Alarm Renewal/Registration

Please read and complete all sections for alarm registration. It is important that everything is filled out completely and legibly. (Complete **both** sides.) **Please print or type information.**

Commercial Alarm

Business Name:	
Address of Alarm:	
Business Phone:	
Billing Address:	
Contact: Phone:	
Alarm Company:	
Alarm Company Phone:	

Check each type of alarm that applies to your system.

- Burglar
 Fire
 Hold-up
 Medical

Automatic dialers should be programmed to make only ONE notification. No confirming follow-up calls are permitted when automated systems call the Police Department. Program your automatic dialer to call 234-2151 for Police and 234-2141 for Fire. Automated dialers are only permitted **after** the alarm has been registered with the Village of Lake Bluff.

ANNUAL FEE FOR ALARM REGISTRATION IS \$25.00

Please indicate if any of the following are present in your business:

- Sprinkler System
 Safe
 Hazardous Materials
 Watch Dog
 Guns
 Lights after Hours

Please provide the following information:

Business Hours: Mon-Fri: _____
 Sat: _____
 Sun: _____

Special Police Instructions:

Special Fire Instructions:

Location of Lights Left on:

Location of Safe:

Roof Hatch Entry Location:

Confidential Keyholder Information:

Please provide the following information regarding whom we may contact in the event of an alarm at your business. Please list your keyholders in the order in which you would like them contacted.

Please keep in mind that anyone you list as a keyholder must be:

- A. Completely familiar with your building, along with your alarm system.
- B. Must be authorized by you to take appropriate actions necessary to remedy any problems or authorize repairs if alarm is malfunctioning, along with being able to take responsibility for taking the alarm out of service if it is malfunctioning.
- C. Keyholders should be persons that are in the building on a daily basis or completely familiar with the interior layout of the building.
- D. Private security companies should not be keyholders unless they are able to respond to the building whenever needed for an alarm. (Most will not.)

First Keyholder: _____

Address: _____

Telephone: _____ Work: _____ Cell: _____

Second Keyholder: _____

Address: _____

Telephone: _____ Work: _____ Cell: _____

Third Keyholder: _____

Address: _____

Telephone: _____ Work: _____ Cell: _____

Fourth Keyholder: _____

Address: _____

Telephone: _____ Work: _____ Cell: _____

NOTE: All registration information is strictly confidential and will not be released to the public for any reason.

As an alarm registration/renewal applicant, I understand that as the owner of the alarm system I am responsible for the proper operation and mechanical maintenance of the alarm. I also understand that after the fourth false alarm I may be responsible for any charges incurred from the Village of Lake Bluff.

Signature of Applicant

Date