ALARM PERMIT APPLICATION
City of Oklahoma City

PLEASE PRINT CLEARLY. Instructions are on the back of this form.

Permit Type: _____ Residential   _____ Business

Business Name: _____

Requestor's Name: _____ _____
                          Last Name   First Name

Alarm Address: _____ _____ _____
                                                                                    Street Type

_____ _____ _____ _____
City   State   Zip Code   Apt/Suite #

Mailing Address: _____ _____ _____
                                                                                    Street Type

_____ _____ _____ _____
City   State   Zip Code   Apt/Suite #

Phone Info: _____ - _____ - _____ Type _____

_____ - _____ - _____ Type _____

E-mail Address (optional): _____

Type of Alarm (Check all that apply): _____ Hold Up _____ Silent _____ Loud _____ Panic _____ Fire _____ Water Flow

Alarm Company: Responsible for monitoring the alarm, if applicable.

_____ Phone Info: _____ - _____ - _____

Contacts: A minimum of two (2) contact people is recommended, other than the requestor.
Best if they are able to respond to the alarm location within a reasonable amount of time.

1. _____ _____
      Last Name   First Name

_____ - _____ - _____ Type _____   _____ - _____ - _____ Type _____
Primary Phone   Secondary Phone

2. _____ _____
      Last Name   First Name

_____ - _____ - _____ Type _____   _____ - _____ - _____ Type_____

3. _____ _____
      Last Name   First Name

_____ - _____ - _____ Type_____   _____ - _____ - _____ Type_____

Return this application and **$27.00 fee** (by check or money order, payable to the City of Oklahoma City) to:
Oklahoma City Police Department – Permit and ID Section
P.O. Box 268837
Oklahoma City, OK 73126-8837

You may download additional forms from our websites at www.okc.gov or www.ocpd.com. To request additional forms by mail or if you require further assistance, contact the Oklahoma City Police Dept. Permit and ID Unit by email at ocpd.alarmpermits@okc.gov or call us at (405) 297-1109. Our office is located at 616 Colcord Dr.

ALARM PERMIT APPLICATION INSTRUCTIONS:
Please print clearly. If you make a mistake, please use whiteout to make the correction or use a new form. Do not strike out or overwrite the information.

Permit Type: Residential – home, place of residence, non-business, alarm permit
Business – this is a commercial alarm permit

Business Name: The name of the business applying for commercial permit. Example: ACME, Inc.

Requestor's Name: For residence, the Owner/Tenant; for a business, the Owner/Manager or Department

Alarm Address: Physical address where the alarm system is installed/located. Example: 3303 Bloom Pkwy
(Use the following tables for Street Directions and Types: Include Suite #, Apt. #, Bldg. # as applicable.)

Street Directions:

N	-	North
NW	-	North West
NE	-	North East
S	-	South
SW	-	South West
SE	-	South East
W	-	West
E	-	East

Street Types:

Ave	-	Avenue	Blvd	-	Boulevard
Cir	-	Circle	Ct	-	Court
Dr	-	Drive	Ln	-	Lane
Pl	-	Place	Pkwy	-	Parkway
Plz	-	Plaza	Rd	-	Road
Sq	-	Square	St	-	Street
Ter	-	Terrace	Trl	-	Trail
Way	-	Way	Tpke	-	Turnpike
			Hwy	-	Highway

Mailing Directions: Address where mail should be directed. Example: 1234 N. May Ave. or PO Box 1234

Phone Information: Current/reliable phone numbers, used for contacting those named in the application

Phone Type: The type of phone number listed (required): B-Business, C-Cell, H-Home or P-Pager

E-mail Address: Information is optional (not required) in anticipation of future upgrades to the system

Type of Alarm: Check all that apply:
Hold-Up, Silent (intrusion), Loud (external), Panic, Fire or Water Flow

Alarm Co. Name: The name of the company responsible for monitoring your alarm system, if applicable

Alarm Co. Phone: The (contact) phone number, local, long distance or toll free, of your alarm company

Contacts: Should the requestor be unavailab le, people they wish contacted if there is an activation of the alarm s ystem, a break-in or em ergency. Should be som eone <u>other</u> than the requestor, whose info is already listed above. Contacts should have the ability to respond to the alarm location in a reasonable amount of time (within two hours).

If you require additional assistance, contact the Oklahoma City Police Permits & ID Unit by email at
ocpd.alarmpermits@okc.gov or call us at (405) 297-1109.   Our office is located at 616 Colcord Dr.
We are open Monday through Friday, 8:00 AM to 4:00 PM, closed weekends and national holidays.