SUBJECT: **Alarm System Permit Application**

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The City of Lethbridge has had an Alarm System Bylaw in place since 2000.The purpose of the Lethbridge Alarm System Bylaw is to promote the responsible use of alarm systems by both companies and individuals. The intent of the bylaw is to reduce the number of false alarms that police attend. Lethbridge Bylaw No. 5078 requires all alarm system users to have a valid alarm system permit. Police may not attend your alarm if you do not have a valid alarm system permit. The alarm system permit application can be obtained at the police station, online on the LPS website or from alarm service providers.

ALARM PERMIT APPLICATION Information:

1. There is no fee to apply for an alarm permit.

2. Alarm permit numbers are not transferable from one address to another or from one owner to another. A change in address or owner will require a new application.

3. The permit applicant must be the person responsible for the alarm system. If it is for a commercial property, a contact person is required.

4. Secondary key holders must not reside at the property where the permit has been issued. The key holder must be able to attend within 30 minutes of being contacted.

5. The permit will be renewed automatically every year unless cancelled.

6. Return all completed applications to:

Lethbridge Police Service
135 1 Avenue South
Lethbridge, Alberta T1J 0A1
ATTENTION: Alarm System Permit Coordinator

Completed applications can also be emailed to alarms@lethbridgepolice.ca or dropped off at the police station during business hours

Lethbridge Police Service Alarm System Registration

The alarm permit will automatically renew annually unless it is cancelled.

Note: Any change of address will require a cancellation of current permit at the current address with a new application for the new address.

To complete this form **by hand**:

1. Print this form
2. Complete all applicable fields.
3. Choose one of the following submission options:
   a. Scan to PDF and email to alarms@lethbridgepolice.ca
   b. Drop this form off at the Lethbridge Police Service: Monday to Friday 7 a.m. to 7 p.m.; Saturdays 11 a.m. to 5 p.m; closed Sundays and holidays.
   c. Mail to: Alarm Registrations
      Lethbridge Police Service
      135 – 1 Ave South
      Lethbridge. AB T1J0A1

To complete this form **online**:

1. Enter the information directly on the online form.
2. Once all applicable and mandatory fields are complete, Click the **Submit** button below

REGISTERED PREMISES INFORMATION

Address of Registered Premises

Address	Postal Code

Private/Residential

Applicant Name (Surname, First Name)	Date Of Birth	Gender	Primary Phone	Secondary Phone
1.			Cell ☐ Home ☐ Work ☐	Cell ☐ Home ☐ Work ☐
Applicant Name (Surname, First Name)	Date Of Birth	Gender	Primary Phone	Secondary Phone
2.			Cell ☐ Home ☐ Work ☐	Cell ☐ Home ☐ Work ☐

Commercial Property/Business

Commercial Premises (Name)			
Contact Name (Surname, First Name)	Date Of Birth	Gender	Business Phone
Mailing/Billing Address (If Different From Above)		Postal Code	Website Address

ALARM INFORMATION

Effective Date	Premises Type ☐ Commercial ☐ Residential
Name Of Monitoring Alarm Company **or** ☐ Self-Monitoring	Phone

SECONDARY KEY HOLDER INFORMATION – Required information ** As per Bylaw 5131, two non-residents must be provided

Name (Surname, First Name)	Date Of Birth	Gender	Primary Phone	Secondary Phone
1.			Cell ☐ Home ☐ Work ☐	Cell ☐ Home ☐ Work ☐
Name (Surname, First Name) 2.	Date Of Birth	Gender	Primary Phone Cell ☐ Home ☐ Work ☐	Secondary Phone Cell ☐ Home ☐ Work ☐
Name (Surname, First Name) 3.	Date Of Birth	Gender	Primary Phone Cell ☐ Home ☐ Work ☐	Secondary Phone Cell ☐ Home ☐ Work ☐

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant Name _____ **Phone** _____ **Date** _____

Once the application is approved, a permit number will be designated, for this address, and the form returned to you, with the confirmation number.

Select preferred method of contact:

☐ Email: _____ (Provide email address)

☐ Mail to my mailing address

Please be advised that under the bylaw, if an alarm system generates three (3) or more false alarms during the duration of the alarm permit (within one year), inclusive of any periods of suspension, the permit holder shall pay the City of Lethbridge a fee of $75 per false alarm (starting at the third false alarm) for residential properties, and $150 per false alarm (starting at the third false alarm) for commercial properties. Should the fine not be paid within 45 days of the receipt of the notice, the alarm system permit may be suspended.

Should the alarm company continue to convey alarms to LPS on a suspended or revoked permit, they may be charged a $150 fee.

OFFICE USE ONLY

Lethbridge Police Service Registration No.	Date

Personal information on this form is collected and used in accordance with the City of Lethbridge Bylaw No. 5078 and the *Protection of Privacy Act*. Personal information shall be shared for the purposes outlined in Sections 12 to 14 of the *Protection of Privacy Act* (*POPA*), and for other legal requirements where they are consistent with *POPA*. If you have any questions regarding the collection and use of information on this form, contact the Lethbridge Police Service's Records Management Unit at 403-327-2210, or 135 1 Avenue S Lethbridge, AB T1J 0A1.

Submit