

# Alarm System User Registration

City of Carmi  
108 N. Main Cross St  
Carmi, IL 62821

This application is for a (check one):

Business     Residence

Please print legibly and use black ink.

Boxes indicated with an \* are required fields. Incomplete or illegible applications cannot be processed.

## 1.) Alarm User Information (Alarm Location)

\* Last Name

\* First Name

\* Middle Initial

\* If a business location, provide Business Trade Name and Corporate Ownership information

\* Street Number

\* Street Name

Email Address

\* Apt/Suite #

\* City/Town

\* State

\* Zip Code

\* Home Phone

\* Work Phone

\* Cell Phone

## 2.) Mailing Address (If different from the alarm location.)

Street Number

Street Name

Apt/Suite #

City/Town

State

Zip Code

## 3.) List two (2) people to contact in the event of an alarm (who can respond within 30 minutes)

Contact #1:

\* Last Name

\* First Name

\* Home Phone

\* Work Phone

\* Cell Phone / Pager Number

Contact #2:

\* Last Name

\* First Name

\* Home Phone

\* Work Phone

\* Cell Phone / Pager Number

Contact #3:

Last Name

First Name

Home Phone

Work Phone

Cell Phone / Pager Number

## 4.) Alarm Company Information

\* Company Name

\* Phone Number

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## 5.) Monitoring Company Information (If different from Alarm Company)

\* Company Name

\* Phone Number

## 6.) Special Conditions at location (i.e. Watch Dog, Disabled Persons, Hazardous Materials, etc.)

**Please complete this form and return it immediately.**

Mail to: Carmi Police Department Alarm Registration  
108 N. Main Cross St.  
Carmi, IL 62821

If you have an alarm system in the City of Carmi, it should be registered. Auto, fire, and medical alarm systems are excluded. In the case where the alarm user has eight (8) or more false alarms within a twelve (12) month period the Carmi Police Department may suspend response. Changes in permit information must be submitted in writing within 30 days. Audible alarms that sound for more than 10 minutes are prohibited.

Most false alarms can be easily prevented by following these guidelines:

- If your alarm is accidentally activated, don't panic and don't call 911. Call your alarm monitoring station immediately. Give them your pass code and/or password.
- Make sure all alarm users and key holders at your address are trained to use the system.
- You can arrange to have your alarm monitoring station call you or another designated person first instead of the police when your alarm is activated.
- If you expect workers, real estate agents, delivery personnel, etc. do not set your alarm. If you must set your alarm, meet the people at your site to deactivate the alarm. Remember that you are responsible for their actions. You can also arrange with your alarm company to have separate codes for them.
- If your system sends a silent panic/duress signal when an incorrect code is entered, understand that your alarm company may not call you to verify the alarm. You should contact your alarm company if the alarm is false and have them cancel the police.
- Be sure that doors and windows are tight fitting. Adjust hinges and strike plates on doors, so they move no more than inches when pulled or pushed on.
- Have an arming delay of at least 45 seconds on all doors.
- Do not leave doors and windows open or unlocked while you are away. Be sure all doors and windows are properly closed and locked prior to arming the alarm system.
- Do not leave anything that will move (pets, balloons, drapes, fans, etc.) in a room that is protected with a motion detector.
- Have the sensitivity settings on glass-break sensors adjusted so that sounds, such as thunder and outside construction, do not activate them.
- You can arrange with your alarm company not to dispatch the police for interior motion sensor activations without having other sensors activated (i.e. a door activation with a motion sensor activation).
- If storms or brief power outages of four hours or less activate your alarm system, your system needs to be checked by a professional. These may be caused by dead/low batteries. Alarms during brief power outages cannot be waived. Have your alarm system checked and tested regularly.
- Call your alarm company after each false alarm to determine the cause of the false alarm. You may continue to have false alarms until the problem is repaired or adjusted.
- If a fence encloses your permitted location, the police will need someone to respond so they can properly check the premises. Please ensure that your call list is up to date with your alarm company.