



City of Reno Alarm Program

P.O. Box 142857, Irving, TX 75014, Phone No. (866) 950-9905

ALARM COMPANY REGISTRATION FORM

Please type or print in BLOCK CAPITAL LETTERS clearly inside the box.

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Type of Business:
(Please check one)

Alarm Company Monitoring Company

Business License #:

[Grid for Business License #]

Expiration Date:

[Grid for Expiration Date]

Alarm/Monitoring
Company Name

[Grid for Alarm/Monitoring Company Name]

Address:

[Grid for Address]

City:

[Grid for City] State: [Grid] Zip: [Grid]

Billing Address:
(if different)

[Grid for Billing Address]

City:

[Grid for City] State: [Grid] Zip: [Grid]

Business Phone:

[Grid for Business Phone] Alt. Phone: [Grid]

Alarm Response Manager
Name:

[Grid for Alarm Response Manager Name]

Business Phone:

[Grid for Business Phone]

Alarm Response Manager
Email:

[Grid for Alarm Response Manager Email]

Date: [Grid] / [Grid] / [Grid]

Each alarm installation company and alarm monitoring company must designate one individual as the Alarm Response Manager (ARM) for the company. The ARM must be knowledgeable of section 8.06.055 of the Reno Municipal Code and have authority to deal with false alarm issues and respond to requests from the alarm administrator. Failure to comply will result in suspension of the company's security alarm license.

In accordance with Reno Municipal Code Chapter 8.06.055, every alarm installation company and every alarm monitoring company shall obtain a City of Reno security alarm license and pay an annual registration fee of \$103 to the City of Reno. The renewal of a security alarm license will not be accepted if the alarm company does not have a valid business license with the City of Reno. Failure to pay the annual registration fee within 30 days after notice requires the payment of a late fee of \$26. The police department will not respond to any alarm dispatch request from any alarm monitoring company that does not have a current valid security alarm license and a current valid City of Reno business license.

Additional Requirements

In accordance with Reno Municipal Code 8.06.055, an alarm installation company or monitoring company, shall within (30) days after being notified in writing from the Alarm Administrator, provide a list of existing alarm users in the City to the Alarm Administrator. Failure of an alarm installation company to notify the Alarm Administrator of a new alarm system within ten (10) days after it installs the alarm system shall result in a \$103 administrative penalty, per incident, against the alarm installation/monitoring company.

An acknowledgement that the police response may be influenced by factors including, but not limited to, the availability of officers, priority of calls, traffic conditions, emergency conditions and staffing levels

Annual Registration/Renewal fee: \$103

For Customer Service Call: 1-866-950-9905
Mail this form and payment to:
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Irving, TX 75014