



Troy Police Department  
500 West Big Beaver Road  
Troy, Michigan 48084

INTEGRITY \* RESPECT \* LAWS AND THE CONSTITUTION \* ACCOUNTABILITY \* PROBLEM SOLVING \* PROFESSIONALISM

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## ALARM REGISTRATION IS REQUIRED FOR ALL ALARM SYSTEMS

Chapter 103 Section 9 of the Troy City Code requires that all alarm users in Troy register their alarm systems with the City if the alarm system has an audible signal or is connected to a monitoring service. The alarm system must be registered within 14 days of activation. Registrations are valid for a period of one (1) year. Registrations shall be renewed annually and should be updated upon change of information or conditions.

Registration forms may be obtained by contacting the Troy Police Department Community Services Section by calling (248) 526-5119 or via e-mail to [alarms@troymi.gov](mailto:alarms@troymi.gov). A \$25.00 registration fee is required at the time the registration form is filed for residential customers. The non-residential customer registration fee is \$25.00 for either a security or fire alarm system or \$50.00 for both.

### ALARM REGISTRATION FORM

Please complete the attached alarm registration form. The same registration form is used for both residential and non-residential alarms. You should include at least one emergency contact person who does not reside at the alarm location. This emergency contact person should be able to respond to the alarm location within 30 minutes of our calling. ***We will only contact this person if we respond to an alarm, find a problem, are unable to secure the premises and the resident or business owner is not available.***

After the registration form is completed, you may either mail it or bring it to the Troy Police Department Records Division on Monday – Thursday from 8 a.m. to 4:30 p.m. or to the City of Troy Treasurer’s Office on Monday – Friday from 8 a.m. to 4:30 p.m. Monday – Thursday. A check payable to the “**City of Troy**” in the amount of \$25.00 (\$50 for non-residential customers with both a fire and security alarm system) shall be remitted with the alarm registration form. If you choose to mail the registration, please send to:

Treasurer’s Office  
City of Troy  
500 West Big Beaver  
Troy, MI 48084

If you have any questions regarding alarms or alarm registration, please contact Troy Police Department – Community Services Division at (248) 526-5119 or via email to [alarms@troymi.gov](mailto:alarms@troymi.gov).

# Alarm Registration Form



Date Completed: \_\_\_\_\_

Account #: \_\_\_\_\_  
*(Existing Customers)*

Type of Alarm(s): *(Check all applicable Boxes)*

Residential \_\_\_\_\_

Non-Residential \_\_\_\_\_

SECURITY: Burglary/Fire/Medical Emergency

SECURITY: Burglary/Medical Emergency/Panic/HoldUp

FIRE: Fire/Gas Detection/Carbon Monoxide/Emergency

Applicant Name: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

*As stipulated in Chapter 103 and Chapter 60 of the Troy City Code, security and fire alarm systems must be registered separately, except in the case of single-family residential accounts where a combined security and fire alarm system exists. If you have any questions, please contact the Alarm Registration information line at (248) 526-5119. To view Chapters 103 and 60 in their entirety, visit our website at <http://troymi.gov/CodeAndCharter>.*

## Location/Billing Information

Resident or Business Name: \_\_\_\_\_

Address of Alarm Location: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Billing Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Billing Telephone Number: (     ) \_\_\_\_\_

## Alarm Monitoring Company

Alarm Monitoring Company: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Phone Number: (     ) \_\_\_\_\_

## Emergency Contacts

Name: \_\_\_\_\_

Telephone Number(s): (     ) \_\_\_\_\_ (     ) \_\_\_\_\_  
Primary Alternate

Name: \_\_\_\_\_

Telephone Number(s): (     ) \_\_\_\_\_ (     ) \_\_\_\_\_  
Primary Alternate

## Chapter 60 – Fees and Bonds Required

ITEM/SERVICE:	FEE:
<b>POLICE RECORDS SECTION SERVICE FEES</b>	
<b>ALARM REGISTRATION</b>	
Alarm Registration Fee (Chapter 103)	\$25.00
Renewal of Alarm Registration*	\$25.00
Alarm Shut-off Fee	Actual Costs**
<b>Non-Registered Alarms – Alarm Activation:</b>	
Penalty/Registration Fee plus one of the following:	\$50.00***
1 <sup>st</sup> and 2 <sup>nd</sup> alarm	\$100.00 each
3 <sup>rd</sup> thru 6 <sup>th</sup> alarm	\$200.00 each
7 <sup>th</sup> or more alarm	\$500.00 each
<b>Registered Alarms – False Alarm Activation:</b>	
1 <sup>st</sup> and 2 <sup>nd</sup> false alarm	No Charge
3 <sup>rd</sup> thru 6 <sup>th</sup> false alarm	\$100.00 each
7 <sup>th</sup> thru 10 <sup>th</sup> false alarm	\$200.00 each
11 <sup>th</sup> or more false alarm	\$500.00 each
*Annual renewal fee is due prior to the last business day of the month of the initial Alarm Registration Anniversary.	
**The City of Troy may charge a fee to cover the actual incremental costs, including labor, for each alarm response involving a manual shut-off of an alarm system.	
***\$50.00 fee includes a \$25.00 penalty plus a \$25.00 registration fee. The \$25.00 penalty will be waived if within 30 days of the unregistered alarm notification, a completed Alarm Registration Form acceptable to the City of Troy, is submitted with the \$25.00 registration fee.	
(Rev. 11-09-2009)	
<b>AUDIO/VIDEO TAPES</b>	
Labor charge (first 30 minutes)	\$18.00
Charge for each additional 15 minute interval	\$9.00
<b>Plus actual mailing costs, if applicable</b>	
Plus actual cost of tape(s), CD(s) and/or DVD(s):	
Audio cassette tape	\$1.29
VHS tape	\$1.84
Compact Disc	0.40¢
Digital Video Disc	0.50¢
<b>FINGERPRINTS/CRIMINAL CLEARANCES</b>	
Fingerprint processing fee	\$14.00
Local criminal history check/certified copy of local arrest record	\$18.00 <sup>1</sup>
Applicant fingerprint criminal clearance fee	\$14.00 <sup>2</sup>