TOWN OF NEWPORT
Robbery and Burglary - Automatic Alarm System
User Registration

Please check Alarm Type
☐ Commercial Security Alarm  ☐ Residence Security Alarm

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 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)
   * Last name # 1  * First Name

   * Home Phone  * Work Phone  * Cell Phone/Pager Number

   * Last name # 2  * First Name

   * Home Phone  * Work Phone  * Cell Phone/Pager Number

4. Alarm Company Information
   * Company Name  * Phone Number

   NC Alarm License #

   Town Privilege License #

5. Monitoring Company Information (if different from Alarm Company)
   * Company Name  * Phone Number

   NC Alarm License #

   Town Privilege License #

6. Special Conditions at location (i.e., watch dog, disabled persons, hazardous materials, etc.)

7. Have you ever been denied an Alarm Permit or ever had one revoked: Yes [ ] No [ ]

8. Alarm Communication Method:  Digital Communicator: [ ]  Local Audible Only: [ ]
   Other: [ ] ____________________________
If you have a Burglary, Robbery, Fire and/or Emergency alarm system (alarm system) in the Town of Newport it must be registered. Automobile alarms are excluded. A separate registration is required for each individual building or structure that has an alarm system. If police personnel respond to an unregistered alarm, the owner may be fined $100. The first two (2) false alarms at a registered site are FREE within a twelve (12) month period, beginning the date the permit is used. Users will be fined $50 each for the third (3rd), fourth (4th) and fifth (5th) false alarms; $100 each for the sixth (6th) and seventh (7th) false alarm; $250 each for the eight (8th) and ninth (9th) false alarm; and $500 each for the tenth (10th) and subsequent false alarms within a twelve month permit period. If fines are not paid, or in the case where the alarm user has ten (10) or more false alarms within a twelve (12) month period, the Newport Police Department may suspend response. If you are suspended, a $100 reinstatement fee will be charged before the suspension is removed. All checks for payments of registration are to be made payable to the Town of Newport. This application along with the registration payment may be dropped off at the Town Hall.

SOME THINGS YOU SHOULD KNOW

- Failure to register your alarm system may result in a $100 fine. Alarm permits are not transferable
- Changes in permit information must be submitted in writing within 30 days (No fee)
- Audible alarms that sound for more than 10 minutes or sound intermittently for more than 30 minutes will result in a $100 fine.

AVOIDING FALSE ALARMS

Most alarms can easily be prevented by following these guidelines:

- Make sure all alarm users and key holders are trained to use the system, and know the code to arm and disarm the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly, especially if you have pets.
- Have an arming delay of at least 60 seconds and arrange with your alarm company NOT to call the police if the system goes off immediately after it has been armed. Frequently, people take too long to exit the premises, or set the system off by re-entering.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted.
- Periodically check the batteries and test your alarm system.
- Read and follow the instructions in your operator’s manual

ENTRY AUTHORIZATION

In the event the Newport Police Department, upon responding to the above alarm, finds an open door or window through which entry can be made, I hereby authorize police personnel to enter the above premises to ascertain if a crime is being committed or has been committed. I acknowledge that by entering the premises the Newport Police Department does not accept responsibility for securing the premises if one of the above-mentioned key holders cannot be reached. I also acknowledge that the Newport Police Department does not guarantee the prevention of burglaries or apprehension of subjects by authorizing the alarm system.

________________________________________  __________________________  ______________________
Authorization Signature                     Title                                      Date

Security Alarm Permit #                      Date Permit Issued

Type of Application:  Original [ ]     Renewal [ ]  Revised [ ]  Reviewed by: _______________