



# **LINCOLNWOOD POLICE DEPARTMENT**

6900 N. Lincoln Avenue, Lincolnwood, IL 60712 (847) 673-2167

Jason S. Parrott  
Chief of Police

June 10, 2021

Dear Alarm User:

In accordance with Village Ordinance 5-2-3, all owners of a direct-connect, central station or local alarm system ***must have*** a valid alarm permit form on file annually by July 1<sup>st</sup> (permits expire June 30<sup>th</sup> each year. Permit fees are as follows:

<b>Initial Alarm Permit Fee:</b>	<b>\$25.00</b>
<b>Permit Renewal Fee:</b>	<b>\$25.00</b>
<b>Late Fee:</b>	<b>\$30.00 (Assessed if not paid by September 1, 2021)</b>

The alarm application and full payment must be received before September 1<sup>st</sup> in order to avoid the \$30.00 late fee. *Failure to submit the application and permit fee may result in the assignment of an administrative hearing date to adjudicate this matter. Failure to appear at the hearing will result in a default judgment and referred to a collections agency.*

Annual renewal of the alarm permit provides the Police Department with current information in the event of an alarm or other emergency. **In an effort to maintain the most up-to-date emergency contact information, please complete the attached form.** If key holder information changes during the course of the year, please contact the Police Department and update your records.

The Chief of Police shall have the authority to revoke or suspend an alarm permit under the following circumstances:

1. User is in excess of ten (10) false alarms in a calendar year.
2. **Failure to pay false alarm fees or alarm permit user fees as required.**
3. Failure of an alarm system user to properly maintain their alarm system.
4. Failure by an alarm system user to make arrangements to turn off, reset or inspect an activated alarm within thirty (30) minutes of notification.

**The Police Department shall have no obligation to respond to an alarm system for which the alarm permit has been suspended or revoked.**

Effective May 1, 2015, the Village Board adjusted false alarm charges as noted below (Charges are based on alarms received within a calendar year – January 1 – Dec 31)

1 <sup>st</sup> – 3 <sup>rd</sup> False Alarms	No Charge
4 <sup>th</sup> – 6 <sup>th</sup> False Alarms	\$50.00 each
7 <sup>th</sup> – 9 <sup>th</sup> False Alarms	\$75.00 each
10 <sup>th</sup> + False Alarm/s	\$250.00 each

If you have any questions, please contact Mary at (847) 745-4747. Thank you for your continued support and cooperation.



# VILLAGE OF LINCOLNWOOD ALARM PERMIT APPLICATION - 2021-22

If you are renewing your alarm permit, please contact 847-745-4747 for Total Amount Due.

Invoice No: \_\_\_\_\_

Total Amount Due:  
(May include past due amounts) \_\_\_\_\_

**Please complete the information below & return with your check made payable to the Village of Lincolnwood.**

**You may also pay by credit card at the Police Department – Monday thru Friday from 7:00 am – 5:00 pm.**

Remit to: Lincolnwood Police Department-Attn: Alarm Permits  
6900 N. Lincoln Avenue  
Lincolnwood, IL 60712

**Please Complete Application - Updated Information Required - DO NOT NOTE "SAME AS LAST YEAR"**

Address of Alarm \_\_\_\_\_ Permit No. \_\_\_\_\_

Resident/Business Name \_\_\_\_\_

Home/Business Phone \_\_\_\_\_ Cell Number \_\_\_\_\_

Type of Structure (Please Check One):  Residential  Commercial  Condo/Apartment

Type of Alarm:  Burglar  Fire/Smoke  Holdup  Medical  Other \_\_\_\_\_

Type of System - Please check one:  Direct Wire to PD  Central Receiving Station  Local Alarm (Outside Ringer)

Is there a Video Surveillance System on Premise? If so does it cover:  Interior  Exterior

*For alarms installed on a Commercial Structure or if Rental Property, please complete the information below:*

Name of Owner/Person in Charge \_\_\_\_\_ Work Number \_\_\_\_\_  
(Owner, Manager, etc.)

Address \_\_\_\_\_ Cell Number \_\_\_\_\_

### ALARM COMPANY INFORMATION

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Alt Number \_\_\_\_\_

I agree to provide the Lincolnwood Police and Fire Departments access to the premises at all times for the purpose of investigating emergency calls when principal parties are not on premises, and provide the emergency contact information for that purpose:

### EMERGENCY CONTACT INFORMATION (Please contact the Police Department if information changes)

1. Name \_\_\_\_\_ Number \_\_\_\_\_

City, ST \_\_\_\_\_ Cell Number \_\_\_\_\_

2. Name \_\_\_\_\_ Number \_\_\_\_\_

City, ST \_\_\_\_\_ Cell Number \_\_\_\_\_

3. Name \_\_\_\_\_ Number \_\_\_\_\_

City, ST \_\_\_\_\_ Cell Number \_\_\_\_\_

I agree that the Village of Lincolnwood shall not be liable for any failure of any alarm equipment to operate properly, or any improper installation of alarm equipment, or for any failure or inability to respond to any alarm signal, or for any damages resulting from an attempted or actual unlawful intrusion, or for any damages caused to my property in the course of responding to an alarm signal.

*Please sign and date the application. Thank you.*

Date \_\_\_\_\_

Signature \_\_\_\_\_

### OFFICE USE ONLY

Check No.		Cash	
Credit Card / On Line		Date Received/Processed	