

SAUK VILLAGE POLICE DEPARTMENT**ALARM PERMIT FORM**

Circle type of alarm(s): **BURGLARY** **PANIC** **FIRE** **MEDICAL**

FOR BUSINESS REGISTRATION:

Name of Business: _____

Hours of Operation: _____

Location of business with alarm: _____

Phone number of business: _____

Owner/Manager's name: _____

FOR RESIDENTIAL REGISTRATION:

Home Owner's name: _____

Occupant's name (if different): _____

Street Address: _____

Owner's phone number (include area code): (_____) _____

Occupant's phone number (if different): (_____) _____

ALARM SERVICE PROVIDER:

Name of company monitoring system: _____

Street Address: _____

City, State, Zip: _____

24-Hour Response phone number: _____

DATE ALARM WAS ACTIVATED: _____

POLICE DEPARTMENT USE ONLY

Permit Number: _____

Date Issued: _____

SAUK VILLAGE POLICE DEPARTMENT

ALARM PERMIT INSTRUCTIONS



- 1) **ALL** requested information that pertains to your alarm must be completed. Incomplete forms cannot be accepted.
- 2) There is **no fee** charged to register alarms within the village.
- 3) The permit form must be completed **within 10 days of installation of the alarm**, when the alarm permit information changes, and annually in December of each year.
- 4) Owners are put on **NOTICE** that the Sauk Village Police Department is under no obligation to respond to burglary or panic alarm devices. All fire or medical alarms will be answered by the Sauk Village Fire Department.
- 5) The **Sauk Village Police Department DOES NOT** contact key holders, that is the responsibility of your alarm company to locate an owner or employee. Members of this department cannot stand by unsecured property.
- 6) It is the responsibility of the owner to have **sufficient contacts listed with the alarm company to promptly arrive to secure the property**. In the event that no one is available to secure the property, the village will call in a board-up service at the expense of the property owner.
- 7) **RETURN** the completed form (by mail or dropping off) to:

Sauk Village Police Department
Alarm Administrator
21701 Torrence Avenue
Sauk Village, IL 60411
- 8) **QUESTIONS**, call the Alarm Administrator at 708-758-1331 during regular business hours.