



**POLICE DEPARTMENT  
CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711  
302.366.7100 · Fax 302.366.7115 · www.newarkde.gov

**ALARM PERMIT APPLICATION**

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

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

Mailing Address: \_\_\_\_\_

Apt/Suite \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alarm Location (if different from above): \_\_\_\_\_

**Emergency Contact Information**

PLEASE PROVIDE THREE (3) NAMES AND PHONE NUMBERS of persons who can respond to an alarm to grant access and deactivate the alarm.

A. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

C. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Alarm Company Information**

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

Address: \_\_\_\_\_

Apt/Suite \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Alarm Monitoring Company Information** (if different than Alarm Company)

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

Address: \_\_\_\_\_

Apt/Suite \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Alarm Information**

Alarm Type:  Residential  Commercial - Type of business: \_\_\_\_\_

Date of Installation/Conversion/Takeover: \_\_\_\_\_

Dangerous/Special Conditions at Location: \_\_\_\_\_

Alarm Connection Type: (Check all that apply)

Local Signal (Alarm sounds at location)  Alarm sounds at a monitoring station

Alarm System Type: **\*\*\*Permit Fee Must Accompany This Application\*\*\***

- Burglary \$10.00 fee
- Robbery (Panic type alarm) \$10.00 fee
- Both Burglary & Robbery Alarm Systems \$20.00 fee

**\*\*\*DO NOT SEND CASH\*\*\*  
Make checks payable to the City of Newark.**

Residents who are over 65, or have a disability, or have been awarded funds for the installation of an alarm system by the Delaware Victim's Compensation Assistance program are exempt from the registration fee. If over 65, please provide your date of birth here: \_\_\_\_\_

By signing this application, the applicant hereby certifies the following:

1. The applicant has been provided a set of written operating instructions for the alarm system, including written guidelines on how to avoid false alarms, by the alarm installation company; and
2. The alarm installation company has trained the applicant in proper use of the alarm system, including providing instructions on how to avoid false alarms.

The applicant further acknowledges the following:

1. The Newark Police Department response to an alarm activation may be influenced by factors including, but not limited to, the availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels and prior false alarm history;
2. Any false statement of a material fact made by an applicant for the purpose of obtaining an alarm registration shall be sufficient cause for refusal to issue or revocation of a registration; and
3. An alarm registration cannot be transferred to another person or alarm site. An alarm user shall inform the alarm administrator of any change that alters any of the information listed on the alarm registration application within five business days of such change.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The entire alarm ordinance can be found at [newarkde.gov](http://newarkde.gov) under Government – Municipal Code in Chapter 22 Article XIV

### **Do you have a surveillance camera system at your home or business?**

Help us to help you in solving crime in the community. The Newark Police Department is a member of the Ring Neighbors Portal. This portal allows the police to connect with the community by posting requests for surveillance footage when a crime occurs in the area of your home or business. The police **DO NOT GET ACCESS TO YOUR CAMERA SYSTEM** and we are only given video footage if you choose to give it to us.

Please consider joining the portal by downloading the FREE Neighbors App by Ring from the Apple App store or Google Play. **You DO NOT need to have a Ring camera system to participate.**

**Mail completed application to:** Newark Police Department - Attn: Alarm Ordinance Coordinator  
220 South Main St Newark, DE 19711

For additional information, please contact Brian Cannon at (302) 366-7100, ext. 3104 or email [bcannon@newark.de.us](mailto:bcannon@newark.de.us).

FOR OFFICE USE ONLY					
Rec'd: _____	Amt: _____	Check # _____	Recorded: _____	Logged: _____	Permit #: _____