

BEXAR COUNTY SHERIFF'S OFFICE ALARM PERMIT APPLICATION (For Single Alarm System)

Permit Fee:	\$25.00 per Residential System \$35.00 per Commercial System No Fee for Government Agencies	Mail To: Bexar County Sheriff's Office Alarm Unit 1930 Herbert Lane San Antonio, TX 78227
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PLEASE PRINT CLEARLY OR TYPE

1. Applicant **MUST** include a check or money order payable to the **B.C.S.O.**
2. We must have the name, driver's license, home address, and telephone number of the **person** who will be responsible for the alarm system.
3. **Driver's License number is for identifying Permit Holder Applicants with similar names.**
4. **Commercial Applications Should Have Owners Name at Permit Holder**
5. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.

List any known hazards deputies or firefighters may encounter at alarm site such as explosives, dangerous chemicals, razor/barbed wire.

Type of location where system is used (check only one)

Residential (\$25.00)
 Commercial (\$35.00)
 Governmental (No Fee) (Submit 501c3 Letter)

Alarm Company Name

Company Name (if Commercial)

Office Name (if Governmental)

LAST NAME, FIRST, MIDDLE INITIAL --Resident or Business Owner

Job Title - Only for Commercial, should be owner

Driver's License (State and Number)

Day Phone Number

Cellular Phone

Night Phone Number

Home Address (include apt., bldg. or unit number)

City, State, ZIP

Address where alarm will be located (include apt., bldg. or unit number)

City, State, ZIP

Address where permit is to be mailed

City, State, ZIP

Permit Type: (check only one)
 New Permit
 Renewal
 Information Change

Is alarm location in a gated community?
 Yes
 No
 Gate Code: _____

Names and phone numbers of two persons BCSO can contact in an emergency, if we are unable to contact the Permit Holder. **(This information is essential)**

Name

Day Phone Number

Cellular Phone

Night Phone Number

Name

Day Phone Number

Cellular Phone

Night Phone Number

Submit a separate application and fee for each alarm system.
 Permit is valid for one year from date issued.

I have carefully read the complete application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.

 Signature of Applicant/Permit Holder (Required)

 Date

INSTRUCTIONS FOR COMPLETING APPLICATION

We have recently changed our address to 1930 Herbert Lane.

-Permits can only be issued through the mail.

-All permits are valid for 12 months from date of issue.

-Please print clearly or type.

-The permit holder must be an individual. Company names are not allowed.

-Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.

-Driver's license number is for identifying Permit Holder Applicants with similar names.

-Two additional contact persons are required in the event the permit holder cannot be contacted.

-Renewal notices are mailed to permit holder 30 days prior to expiration date.

-Submit a separate application and fee for each alarm system on your property.

PERMIT FEES EFFECTIVE NOVEMBER 1, 2004

TYPE OF PERMIT	NEW	RENEWAL
RESIDENTIAL	\$25.00	\$15.00
COMMERCIAL	\$35.00	\$25.00
GOVERNMENT	NO FEE	NO FEE (You must submit 501c3, Tax Exempt Letter)
GATED DEVELOPMENT	\$50.00	NO FEE (This pertains to gate operators only and not to residence)

FALSE ALARM FEES

Commissioners Court Order, establishes the following fees for false alarms.

Fees must be paid before a permit can be issued/ renewed.

NO PERMIT:	Citation
FALSE ALARMS:	Each alarm user is allowed five false Burglary, Panic/Robbery or false Fire alarms during the 12 month permit cycle. Service fees for excessive false alarms will be assessed at \$75.00.

ADDITIONAL INFORMATION

Failure to have a valid alarm permit can result in fines from \$50.00-\$500.00 plus Court Cost for each false alarm.

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company.

All your information will be treated as confidential.