



HONOLULU POLICE DEPARTMENT

ALARM REGISTRATION / PERMIT APPLICATION

HPD USE ONLY

Select One: Residential Commercial Government

Applicant or Business Name _____
Last Name First Name Middle Initial

Alarm Location Address _____
Street Apt/Suite City Zip Code

Phone No. (Home) _____ (Work) _____ Social Security No. _____

Mailing Address (if different) _____
Street Apt/Suite City Zip Code

Alarm is: Self Installed Installed by Licensed Contractor Installed by Unlicensed Contractor

Installing Alarm Company Name _____ Installation Date _____

Contractor's Name (if different) _____ License Number _____

Monitoring Alarm Company Name _____

List below two (2) people *with keys* to your building, who have a working knowledge of your alarm system and can respond within thirty (30) minutes to assist the police if required.

Name _____ Phone (H) _____ (W) _____

Name _____ Phone (H) _____ (W) _____

Signature: Owner _____ Contractor/Installer (if available) _____

Mail payment to: **City & County of Honolulu, Honolulu Police Department, Alarm Tracking & Billing Section**
(Phone 532-8444) 848 South Beretania Street, Suite 310, Honolulu, HI 96813

In accordance with City Council Ordinance 01-63, if you have an alarm system in the City and County of Honolulu, Island of Oahu, it must be registered with the Honolulu Police Department beginning April 27, 2002. Fire and auto alarms are excluded. Registration is \$15 for the first year and \$5 upon renewal each year thereafter. If HPD responds to an unregistered alarm, the owner will be fined \$100. There is no charge for the first three false alarms within a 12 month period, beginning with the date the permit is issued. There is a service charge for the fourth false alarm if the subscriber does not attend an alarm class provided by the police department. Each false alarm after the fourth one is subject to a \$50 service charge. If the charges, fees, or fines are not paid, the police have the discretion to not respond to future alarms at your site.

PERMIT APPLICATION:

Complete above form and mail with registration fee of \$15 (check/money order) payable to City & County of Honolulu.

- Please obtain a permit before you operate your alarm. Failure to do so may result in a fine of \$100.
- Changes to permit information should be submitted within 30 days.

AVOIDING SERVICE CHARGES: The following guidelines can easily prevent most false alarms:

- Make sure all alarm users and key holders are trained to use the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system.
- Be sure motion detectors are adjusted correctly, especially if you have pets, and clear of possible obstructions.
- 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.
- Read and follow instructions in your operator's manual.

Reminder: State law may require installation of an alarm system be performed by licensed personnel.

If you have any questions, please call HPD at **(808) 532-8444** or contact your alarm company.
You may also visit us on the web at <http://www.honolulupd.org>