



SUBJECT: Alarm System Permit Application

The City of Lethbridge has had an Alarm System Bylaw in place since 2000. The purpose of the Lethbridge Alarm System Bylaw is to promote the responsible use of alarm systems by both companies and individuals. The intent of the bylaw is to reduce the number of false alarms that police attend. Lethbridge Bylaw No. 5078 requires all alarm system users to have a valid alarm system permit. Police may not attend your alarm if you do not have a valid alarm system permit. The alarm system permit application can be obtained at the police station, online on the LPS website or from alarm service providers.

ALARM PERMIT APPLICATION Information:

1. There is no fee to apply for an alarm permit.
2. Alarm permits are only issued to addresses within the Lethbridge Police Service Jurisdiction. Addresses within the County or surrounding towns will not be eligible.
3. Alarm permit numbers are not transferable from one address to another or from one owner to another. A change in address or owner will require a new application.
4. The permit applicant must be the person responsible for the alarm system. If it is for a commercial property, a contact person is required.
5. Secondary key holders must not reside at the property where the permit has been issued. The key holder must be able to attend within 30 minutes of being contacted.
6. The permit will be renewed automatically every year unless cancelled.
7. Return all completed applications to:

Lethbridge Police Service
135 1 Avenue South
Lethbridge, Alberta T1J 0A1
ATTENTION: Alarm System Permit Coordinator

Completed applications can also be emailed to alarms@lethbridgepolice.ca or dropped off at the police station during business hours, 730am – 4pm Monday – Friday.



Lethbridge Police Service Alarm System Registration

The alarm permit will automatically renew annually unless it is cancelled.

Note: Any change of address will require a cancellation of current permit at the current address with a new application for the new address.

Complete this form:

1. Complete all applicable fields, and return to Lethbridge Police Service.
2. Choose one of the following submission options:
 - a. Save as a PDF and email to alarms@lethbridgepolice.ca
 - b. Drop this form off at the Lethbridge Police Service: Monday to Friday 7:30am to 4pm
Closed Saturday, Sunday and holidays.
 - c. Mail to: Alarm Registrations
Lethbridge Police Service
135 – 1 Ave South
Lethbridge. AB T1J0A1

REGISTERED PREMISES INFORMATION

Address of Registered Premises (physical location of alarm)	
Address	Postal Code

Private / Residential Permit						
Applicant Name (Surname, First)	Date of Birth yyyy/mm/dd	Gender	Primary Phone	Cell Home Work	Secondary Phone	Cell Home Work
Applicant Name (Surname, First)	Date of Birth yyyy/mm/dd	Gender	Primary Phone	Cell Home Work	Secondary Phone	Cell Home Work
Commercial Property / Business Permit						
Commercial Premises (Legal Name and/or Operating Name if different)						
Contact Name (Surname, First)	Date of Birth	Gender	Business Phone			
Mailing/Billing Address including postal code (if different from above physical location)				Website Address		

ALARM INFORMATION

Effective Date	Premises Type Commercial Residential	Alarm type / purpose Intrusion Distress / Hold up
Name of Monitoring Alarm Company OR Self-Monitoring		Phone

SECONDARY KEY HOLDER INFORMATION ** Required information ** As per Bylaw 5131, two non-residents must be provided

Name (Surname, First)	Date of Birth yyyy/mm/dd	Gender	Primary Phone	Cell Home Work	Secondary Phone	Cell Home Work
Name (Surname, First)	Date of Birth yyyy/mm/dd	Gender	Primary Phone	Cell Home Work	Secondary Phone	Cell Home Work
Name (Surname, First)	Date of Birth yyyy/mm/dd	Gender	Primary Phone	Cell Home Work	Secondary Phone	Cell Home Work

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE

_____ **Applicant Name** _____ **Phone** _____ **Date**

Once the application is approved, an Alarm Permit will be sent to you with your Alarm Permit number. It is the applicant's responsibility to forward any information to their Alarm Company. Please allow for 5-7 business days for processing.

Select preferred method of contact:

- Email: _____ (Provide email address)
- Mail to my mailing address

Please be advised that under the bylaw, if an alarm system generates three (3) or more false alarms during the duration of the alarm permit (within one year), inclusive of any periods of suspension, the permit holder shall pay the City of Lethbridge a fee of \$75 per false alarm (starting at the third false alarm) for residential properties, and \$150 per false alarm (starting at the third false alarm) for commercial properties. Should the fine not be paid within 45 days of the receipt of the notice, the alarm system permit may be suspended.

Should the alarm company continue to convey alarms to LPS on a suspended or revoked permit, they may be charged a \$150 fee.

OFFICE USE ONLY

Lethbridge Police Service Registration No.	Date
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Personal information on this form is collected and used in accordance with the City of Lethbridge Bylaw No. 5078 and the Freedom of Information and Protection of Privacy Act. Personal information shall be shared for the purposes outlined in Sections 37 to 41 of the Freedom of Information and Protection of Privacy Act (FOIP Act), and for other legal requirements where they are consistent with the FOIP Act. If you have any questions regarding the collection and use of information on this form, contact the Lethbridge Police Service's Records Management Unit at 403-327-2210, or 135 1 Avenue S Lethbridge, AB T1J 0A1.