



# PORTLAND MAINE

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## **Portland Police Department**

Under City of Portland Code of Ordinances, Chapter 2.5, the following policies are in effect with regard to the alarm agent and alarm business permit registration process:

- Two-year permits require an initial permit fee of \$100.
- Permits expire biannually on December 31.
- The renewal fee is \$75 and is due by December 15 of the expiration year.

# Portland Police Department Alarm Business/Alarm Agent Permit

Alarm Business or Agent Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Primary Contact Phone Number \_\_\_\_\_

Primary Contact Email Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Portland Police Department will perform a background check on each owner and employee prior to issuing an Alarm Business/Alarm Agent Permit. Below please provide the complete name, social security number, and birth date for each alarm agent and salesperson representing your company. Additional employees should be listed on a separate sheet. Wallet permit cards will be issued for each approved employee.

Name	SSN	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Fees:

- Alarm Business/Alarm Agent Permits valid for a two-year period, expiring on December 31 of the second year
- Initial application fee for Alarm Business/Alarm Agent Permit - \$100
- Yearly renewal fee - \$75 due by 12/15 of expiration year

Mail completed application with check payable to City of Portland to:  
Portland Police Department, Alarm Business Registrations, 109 Middle Street, Portland, ME 04101  
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Portland Police Department Use Only: *PD Approval* \_\_\_\_\_

*Date Processed* \_\_\_\_\_ *Assigned ID Number* \_\_\_\_\_ *Paid by Check#* \_\_\_\_\_