

TOWN OF SWAMPSCOTT SECURITY SYSTEM ALARM REGISTRATION APPLICATION



At the 2009 Town Meeting, the Town of Swampscott adopted a by-law requiring all alarm systems to be registered with the Police Department, annually. It is the responsibility of the property owner to ensure the registration fee is paid when the registration form is filed. Any subsequent changes to the registration information shall be reported to the Police Department promptly.

The registration fees are as follows:

Residential: **\$10.00**

Commercial: **\$25.00**

For questions or concerns please call the non-emergency business line at (781) 595-2626 or email: alarmregistration@swampscottpolice.com

3 EASY WAYS TO REGISTER

1. ONLINE VIA CITY HALL SYSTEMS:

Visit swampscottma.gov, click **"Online Payments"** then click **"To Make a Payment Click Here"**, Select **"Swampscott"** as the Municipality then, **"Click here to View or Pay your bills"**. Then, click **"Alarm Registration"** (on the left). This page will allow you to fill out the registration form, then click **"Add to Cart"** to view your submission, then click **"Proceed to Checkout"** to submit payment.

If this is your first time using the online system, you will need to create an account. Fees can be paid online. There is a convenience fee: e-Check \$0.50, Credit or Debit 2.95% min \$1.00.

PLEASE NOTE: If you are completing a digital application via the City Hall Systems link provided above, you **do not** need to complete a paper registration

2. BY MAIL:

Renewals or new registration, please mail the following:

- The completed registration form (flip to reverse side)
- Check made payable to the "Town of Swampscott"
- Please note your address in the memo section

Mail to:

Town of Swampscott Customer Service, 22 Monument Avenue, Swampscott, MA 01907

Note: Alarm Registration on the envelope

3. IN PERSON:

Bring the completed registration form (flip to reverse side) along with the applicable fee to the Town's Customer Service Office. Only Cash or Check payments are accepted.

ALARM REGISTRATION FORM ON REVERSE SIDE

(Flip over)

Swampscott Police Department

Security Alarm System Registration

☐ New Alarm / New Resident

☐ Renewal

Name of Applicant (Individual, Proprietorship, Partnership, Corporation):	
Address (Include Building Number, Suite Number, Apartment Number):	
Phone Number at Alarm Location:	Email Address:
Mailing Address (If different from above) (Include Building Number, Suite Number, Apartment Number):	
Name, Address, and phone number of person(s) or business responsible for any alarm activations:	

Key Holders - list in order of calling. Must have at least one.

Name:	Phone Number:
1.	
2.	
3.	

Alarm Information (Monitoring Company)

Alarm Company, Address and Phone Number:	
Annual Registration Fee:	<input type="checkbox"/> Residential = \$10.00 <input type="checkbox"/> Business = \$25.00

Please read the "Alarm System Bylaw" located at www.swampscottma.gov and sign below.

Signature of Registrant: _____ Date: _____
I have read the Alarm System Bylaw

Please make check(s) payable to the Town of Swampscott and mail registration form and check to:
Town of Swampscott
22 Monument Avenue
Swampscott, MA 01907

Please note: The registrant is responsible for notification of any changes to the registration

For admin use only:

Fee: \$_____ IN: _____