

Alarm Permit Application

I. O.L.E.I.S. ★ See instructions for agency specific requirements

New Permit

Information Update

How many and of which types? (Numbers will be provided when registration is complete)

_____ Burglary _____ Panic _____ Robbery _____ Information Only

II. Alarmed Location:

Residence

Business

★ a.) Business/Residence Name: _____ Phone: () _____

★ b.) Address: _____ Zip: _____

★ c.) Mailing Address (If Different): _____ Zip: _____

★ d.) Email Address: _____

★ e.) Nearest Cross Street: _____

★ f.) Is premise multi-tenant? ☐ Yes ☐ No If yes, what is the suite/apt number? _____

g.) Alternate Business Name: _____ Attn: _____

h.) If Business: Hours: _____ Primary Contact: _____

III. Alarm Information:

★ a.) Alarm Type: Audible Tape Dialer Silent Burglary Robbery Medical Fire Panic Other _____

★ b.) Alarm Installed by: _____ Phone: () _____

★ c.) Alarm Monitored by: _____ Phone: () _____

IV. Persons to be Notified: ★ See instructions for agency specific requirements

Name

Email Address

Phone 1

Phone 2

Name	Email Address	Phone 1	Phone 2
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. Miscellaneous Information:

a.) Call for police alarm – Where is the device located? _____

b.) Robbery alarm – Where is the activation device located? _____

c.) Burglary alarm – What is the area of coverage? _____

d.) Are hazardous materials stored or maintained as this location? ☐ Yes ☐ No If yes, where? _____

e.) Are material safety data sheets (MSDS) on file? ☐ Yes ☐ No If yes, where? _____

f.) Are there pets on the premises? ☐ Yes ☐ No If yes, what types and how many? _____

g.) Are there firearms on the premises? ☐ Yes ☐ No If yes, what types and where? _____

VI. Permit Fee Exemption ★ See instructions for agency specific requirements

Is the applicant permit fee exempt? Yes No Reason Code ____

★ Completed by: _____ Date: _____

(Signature)

For Office Use Only

Number	Type	Number	Type

Fee Exempt? ☐ Yes ☐ No

Approval Date: _____

Approved By: _____

Syracuse Police Department (SPD)
and
Onondaga County Sheriff's Office (OCSO)

Alarm Permit Application Instructions

- Required for OCSO permits ■ Required for SPD permits ✱ Required for all Permits

All fields with a ✱ are required - if required fields are not filled in the permit will be rejected

I. OLEIS (Onondaga Law Enforcement Information System)

- ✱ In the upper right, check whether this application is for a new permit or an information update for an existing permit
- ✱ Indicate the required number of OLEIS for each type
- Only 1 OLEIS number will be assigned per SPD permit

II. Alarmed Location

- ✱ Indicate whether the alarmed location is a business or residence by checking applicable box
- ✱ a - b.) Enter information regarding the alarmed premises on these lines
- ✱ c.) Required if mailing/billing address is different than the premises address
- ✱ d - e.) Required for all permits
- ✱ f.) If the premises is multi-tenant and no suite/apt number is included, the permit application will be rejected
- ✱ g.) 'Alternate Business Name' required if company to be billed has a different name.
'Attn' indicates who mail should be directed to
- ✱ h.) 'Hours' and 'Primary Contact' are required if alarmed location is a business

III. Alarm Information

- ✱ Required for all permits

IV. Persons to be Notified

Enter the names, addresses, and phone numbers of individuals that can respond with keys to take charge of securing the premises

- OCSO permits require a minimum of three individuals
- SPD permits require a minimum of one individual

V. Miscellaneous Information

- a.) Required if there is a call for police alarm on the premises
- b.) Required if there is a robbery alarm on the premises
- c.) Required if there is a burglary alarm on the premises
- d - g.) If any of these answers are 'Yes', please answer the subsequent question. Be as specific as possible

VI. Permit Fee Exemption

If applicant meets any of the following criteria, check the box marked 'Yes'. Indicate the numeric reason code in the spot provided (choose one).

■ **VALID REASON CODES FOR SPD PERMITS:**

1 - Senior Citizen 2 - Disability 3 - Fire 4 - Medic Alert 5 - Municipal building

● **VALID REASON CODES FOR OCSO PERMITS:**

- 6 - Senior Citizen AND household income less than \$20,000
- 7 - Handicapped AND household income less than \$20,000

Agency Specific Notes

Syracuse Police Department Permits



- This permit applies to locations within the City of Syracuse boundary limits.
 - Any change on the information submitted in this application must be reported to the Syracuse Police Department in writing with 24 hours from the time such change was instituted.
 - No permits will be processed until payment is received.
 - Payments can be made by Check or Money Order made payable to the Commissioner of Finance and are \$30.00 unless otherwise exempt from City Ordinance, and with proper documentation Applications must be filled out, signed, and completed by the Alarm Company, not the end user, even if you have purchase a wireless system, and will otherwise be returned to sender and not processed.
 - Questions may be sent to OLEIS@syracusepolice.org or you may call (315) 448-8610.
- Completed permits along with payment may be sent to:

Syracuse Police OLEIS Section
201 E. Washington St. Suite 200
Syracuse, NY 13202

Onondaga County Sheriff's Office Permits



- This permit applies to locations within the Onondaga County boundary limits but outside of the City of Syracuse boundary limits.
- Each premises with one or more security systems requires the \$30.00 permit fee, Information Only \$10.00. No charge for updating existing permits.
- Each type of alarm on your security system requires a separate OLEIS number. You may have as many alarm types on your security system as you wish at no additional charge.
- Permit fee not required if:
 - Over 65 with combined household income of less than \$20,000
 - OR
 - Handicapped with combined household income of less than \$20,000
- No permits will be processed until payment is received.
- You must complete a new alarm/property information permit within five days of any change of information on your most recent application, checking the 'Information Update' box.
- Questions may be sent to AlarmEnforcement@ongov.net or you may call (315) 435-3014.
- Please make checks payable to the Alarm Enforcement Unit and mail to:

Alarm Enforcement Unit
407 South State Street
Syracuse, NY 13202