



BEXAR COUNTY SHERIFF'S OFFICE ALARM DETAIL



Below are instructions and pertinent information that should be kept for your reference.

INSTRUCTIONS

- **WE DO NOT ACCEPT WALK-INS.**
- **Permits can only be issued through the mail.**
- **Permits are only good for 12 months.**
- **It is the Permit Holder's responsibility to renew their permit ANNUALLY.**
- Please print clearly or type.
- Cashier's checks, checks, and money orders are the only accepted forms of payment and should be made payable to **BEXAR COUNTY SHERIFF'S OFFICE.**
- The Permit Holder must be an individual; Company Names are not allowed.
- Driver's License Numbers are required and used to identify persons with similar names.
- Renewal Notices are mailed to Permit Holders 30 days prior to the expiration date of the permit.
- Each alarm system must have a separate alarm application and fee submitted.
- Failure to have a valid alarm permit can result in fines from \$50 - \$500 plus Court costs for EACH alarm activation.
- Residents or Companies with Alarm Systems not monitored are required to have a permit.
- It is the responsibility of the Permit Holder to provide the permit number to their alarm company and/or monitoring company.

MAILING ADDRESS

Bexar County Sheriff's Office
 Alarm Detail
 1930 Herbert Lane
 San Antonio, Texas 78227
 (210) 335-5267 or (210) 335-5268
<http://www.bexar.org/bcsheriff/alarmp permit.htm>

PERMIT FEES *(effective February 1, 2012)*

Permit Type	New	Renewal
Residential	\$40.00	\$40.00
Commercial	\$100.00	\$100.00
Government	NO FEE	NO FEE
Gated Development	\$50	NO FEE

FALSE ALARM FEES

- *Commissioners Court Order establishes the following fees for false alarms.*
- *Fees must be paid BEFORE a permit can be issued or renewed.*

NO PERMIT: Issuance of a Class C Citation. The Court decides the fee.
 FALSE ALARMS: Each alarm user is allowed five (5) false alarms during the 12 month permit cycle.
 Service fees for excessive false alarms will be assessed at \$75 per false alarm.

CONFIDENTIALITY

The Bexar County Sheriff's Office shall protect all information on an application as confidential information.



BEXAR COUNTY SHERIFF'S OFFICE ALARM DETAIL



ALARM PERMIT APPLICATION *SINGLE ALARM SYSTEM*

Permit Fees: \$40.00 per Residential System \$100.00 per Commercial System **No Fee** for Government Agencies

Mail To: Bexar County Sheriff's Office Alarm Detail
1930 Herbert Lane
San Antonio, Texas 78227

Phone: (210) 335-5267
(210) 335-5268

READ BELOW

1. **WE DO NOT ACCEPT WALK-INS.**
2. Applicant **MUST** include a check, cashier's check or money order payable to **BEXAR COUNTY SHERIFF'S OFFICE**.
3. We must have the name, driver's license, home address, and telephone number of the **PERSON** who will be responsible for the alarm system.
4. Driver's License numbers are used to distinguish permit holders with similar names.
5. Commercial Applicants must include the Owner's Name as Permit Holder.
6. Permits expire in 12 months and must be renewed with renewal fees - \$40.00 for Residential Systems and \$100.00 for Commercial Systems.

List any known hazards deputies or firefighters may encounter at the alarm site, such as explosives, dangerous chemicals, barb wire, etc.			
Type of Location where system is used (Check only one) Residential (\$40.00) Commercial (\$100.00) Governmental (No Fee)			
Alarm Company Name		Company Name (if Commercial) or Agency Name (if Governmental)	
Name (Last, First, MI) – Resident or Business Owner/Manager			Owner/ Manager Title
Driver's License Number	Day Phone Number () -	Mobile Phone Number () -	Night Phone Number () -
Home Address (include Apt, Bldg., or Unit)		City, State, Zip	
Address where alarm will be located (include Apt., Bldg., or Unit)		City, State, Zip	
Address where Permit is to be mailed		City, State, Zip	
Permit Type: (check only one) New Permit Renewal Information Change			
Is alarm location in a gated community? No Yes Gate Code: _____			
Names and phone numbers of two persons BCSO can contact in an emergency if unable to contact the Permit Holder.			
Name	Day Phone Number () -	Mobile Phone Number () -	Night Phone Number () -
Name	Day Phone Number () -	Mobile Phone Number () -	Night Phone Number () -

Permit is valid for 12 months from date issued. Submit a separate application and fee for each alarm system.

I have carefully read the complete application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. I further understand that the alarm permit must be kept at the alarm site.

Signature of Applicant / Permit Holder (**Required**)

____ / ____ / ____
Date