

# **REGISTRATION**

## **Alarm Business and/or Monitoring Company:**

The Louisville Metro Code of Ordinances defines an alarm business as "the business, by an individual, partnership, corporation or other entity, of leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring an alarm system in an alarm site".

Every alarm and/or monitoring company working within Louisville, Jefferson County, Kentucky must register with the Louisville Metro Police Department – False Alarm Reduction Unit. The annual registration fee is \$100. Business license registration begins each year on June 1 and expires May 31 of the following year. License fees are not transferable, refundable or prorated.

## **Alarm Technician and/or Alarm Temporary Technician:**

The Louisville Metro Code of Ordinances defines an alarm technician as "any person licensed by the Alarm Administrator to design, maintain, service, repair, alter, replace, move or install alarm systems".

Every alarm technician and/or temporary alarm technician working within Louisville, Jefferson County, Kentucky must register with the Louisville Metro Police Department – False Alarm Reduction Unit. The annual registration fee is \$25. License fees are valid for a period of one year from date of issuance. License fees are not transferable, refundable or prorated.

Alarm technicians must be at least 18 years of age. They must provide proof of Level 1 training certification by the National Burglar & Fire Alarm Association (NBFAA) and maintain continuing education requirements. If an alarm technician does not meet the above requirements, a temporary license will be issued for a period of six months until the requirements can be met.

## **Alarm User:**

An alarm user is defined as "any non-governmental person, firm, partnership, corporation or other entity that uses, or allows the use of, an alarm system upon its premises, which is monitored by an alarm business".

According to Louisville Metro Codified Ordinance Chapter 127.03, it is the responsibility of the alarm business or the monitoring business to register their alarm users with the False Alarm Administrator. Upon receipt of the alarm user's identifying information, the False Alarm Administrator will license the alarm user with a unique license number. The license number will be given to the alarm or monitoring business. The alarm or monitoring business shall give the alarm user's license number to police dispatch upon request for police assistance on an active alarm.

Registrations are not taken over the phone, nor are they accepted by the alarm user. Alarm user license numbers do not expire. An alarm user's registration number cannot be transferred to another person.

Currently, there is no annual fee to the alarm user to register their alarm system. The alarm or monitoring business is responsible for registering and sending all pertinent information to the False Alarm Reduction Unit.