

# ALARM AGENT APPLICATION

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689



APPLICATION FEE: \$44.10 (Every Two Years - Includes a 5% technology fee)

All fees are non-refundable

A new application must be completed every two years.

## AGENT INFORMATION

Alarm Agent's Full Name:		Date of Birth:	
Physical Address: (No PO Box)			
City:		State:	Zip:
Phone Number:	Driver's License No: (copy is required)		Email Address:
Mailing Address: <input type="checkbox"/> Same as above			
City:		State:	Zip:
Are you self-employed? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## ALARM BUSINESS AND OWNER INFORMATION

Alarm Business Name:		DBA:	
Business Owner's Full Name:		Alarm Business License #:	
Business Address:			
City:		State:	Zip:
Contact Person:	Business Phone Number:		Email Address:
Federal Tax ID#:		State of Oregon Registry #: (if applicable)	

## SIGNATURE

Please note that we require a minimum of two (2) weeks to process the application. Incomplete or missing information will delay the review process.

**The information provided on this form is true and complete to the best of my knowledge**

Applicant's Name: (Please Print)		Date:
Applicant's Signature:		Phone Number:
Expedited Fee – Additional 50% of Application Fee <input type="checkbox"/> Yes      Applicant's Initials _____		
<b>Expedited Fee is not a guarantee of approval; specific conditions may apply.</b>		
<b>Payment must be submitted with application. Make checks payable to: City of Springfield</b>		

The Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> of each year (Fiscal Year). Applications made during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.