

# CITY OF SPRINGFIELD, OREGON

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



## ALARM AGENT APPLICATION

APPLICATION FEE: \$40.95 (Every Two Years - Includes a 5% technology fee)

All fees are non-refundable

A new application must be filled out every two years.

BUSINESS INFORMATION			
Alarm Agent's Full Name:		Date of Birth:	
Residence Physical Address: (No PO Box)			
City:		State:	Zip:
Phone Number:	Driver's License No: (A 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"/>			
Federal Tax ID#:		State of Oregon Registry #: (if applicable)	

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

SIGNATURE AND INFORMATION	
Please note that we require a minimum of two (2) weeks to process the application. Incomplete or missing information will delay the review process.	
<b>The information provided on this form is true and complete to the best of my knowledge</b>	
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:
<b>Payment must be submitted with application. Make checks payable to: City of Springfield</b>	
<b>Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477</b>	

The Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> of each year (Fiscal Year). Applications 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.