

ALARM AGENT APPLICATION

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



APPLICATION FEE: \$49.35 (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 _____		
Expedited Fee is not a guarantee of approval; specific conditions may apply.		
Payment must be submitted with application. Make checks payable to: City of Springfield		

The Business License year is July 1st through June 30th 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.