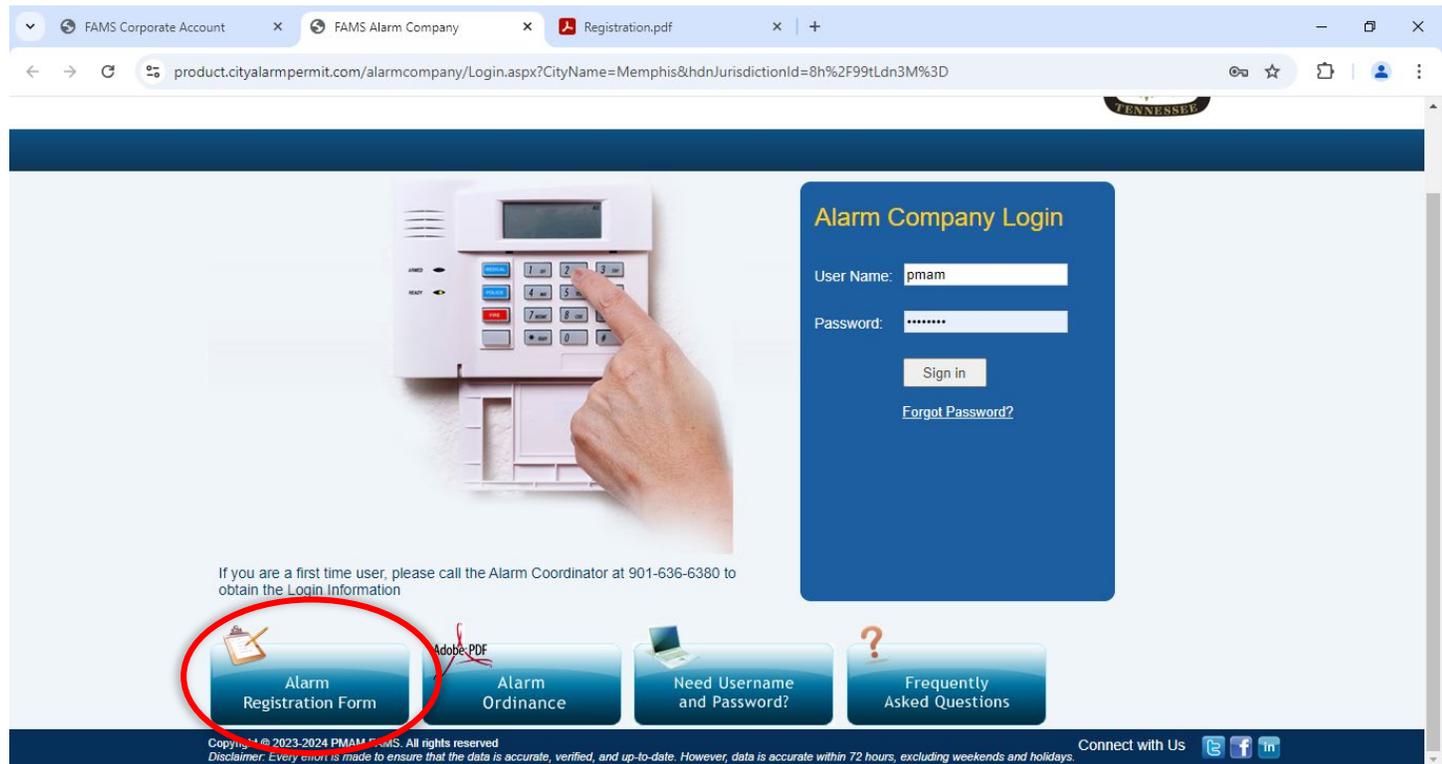


# CoM False Alarm Management System Alarm Company Portal: Registration Instructions

## Step 1. Register Alarm

Navigate to the [City of Memphis Alarm Company Portal](https://product.cityalarmpermit.com/alarmcompany/) homepage. Click Alarm Registration Form.

### Alarm Registration Form



product.cityalarmpermit.com/alarmcompany/Login.aspx?CityName=Memphis&hdnJurisdictionId=8h%2F99tLdn3M%3D

Alarm Company Login

User Name: pmam

Password: .....

Sign in

[Forgot Password?](#)

If you are a first time user, please call the Alarm Coordinator at 901-636-6380 to obtain the Login Information.

Alarm Registration Form

Alarm Ordinance

Need Username and Password?

Frequently Asked Questions

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Disclaimer: Every effort is made to ensure that the data is accurate, verified, and up-to-date. However, data is accurate within 72 hours, excluding weekends and holidays.

Connect with Us

### 1.a. Download, Complete, and Mail Registration Form

When the Registration.PDF pops up, click the download icon in the top toolbar to download the form. **Fill the form out online** using the Fill & Sign tool in the left-hand toolbar. Use the Print icon in the top toolbar to print a physical copy. Mail the form to the address at the bottom of the form. Click Save in the top toolbar as needed to save your progress.

**If you prefer to download the form**, click the Download icon in the top toolbar. You can also complete the form with the Fill & Sign tool in the right-hand toolbar. Click the Print icon in the top toolbar to print a copy.

Once the form is filled out and printed, mail it through USPS or other carriers (i.e., FedEx) to the address at the bottom of the form.

# Fill Out the Registration Form Online and Print

The screenshot shows the Adobe Acrobat interface with the 'Fill & Sign' tool highlighted in a red circle in the left-hand toolbar. The main document is the 'CITY OF MEMPHIS, TENNESSEE ALARM REGISTRATION FORM'. The form includes sections for permit fees, address/owner information, alarm company information, monitoring company information, and emergency contacts. A red circle highlights the 'Print' icon in the top right corner of the Acrobat window.

**Permit registration fee:**  
Residential: \$30.00  
Commercial: \$60.00

**Permit renewal fee:**  
Residential: \$10.00 per year  
Commercial: \$25.00 per year

**ADDRESS/OWNER INFORMATION WHERE THE ALARM IS LOCATED:**  
Property Type (circle one): Residential Commercial Exempt  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite/Apartment #: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_  
Name/Mailing/Billing Address (if different from above): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

**ALARM COMPANY INFORMATION:**  
Alarm Company Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Local Telephone #: \_\_\_\_\_

**MONITORING COMPANY INFORMATION:**  
Monitoring Company Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Local Telephone #: \_\_\_\_\_

**EMERGENCY CONTACTS:**

**Note:** If the Name, Mailing, or Billing Address differ from what you put above in the form, put them here. If not, write N/A for not applicable.

# Download the Registration Form OR Print Completed Form

The screenshot shows the Adobe Acrobat interface with the 'Download' icon highlighted in a red circle in the top right corner. The main document is the 'CITY OF MEMPHIS, TENNESSEE ALARM REGISTRATION FORM'. The form includes sections for address/owner information, alarm company information, monitoring company information, and emergency contacts. A red circle highlights the 'Download' icon in the top right corner of the Acrobat window. Another red circle highlights the mailing address for the completed form at the bottom of the page.

Street Address: \_\_\_\_\_ Suite/Apartment #: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_  
Name/Mailing/Billing Address (if different from above): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

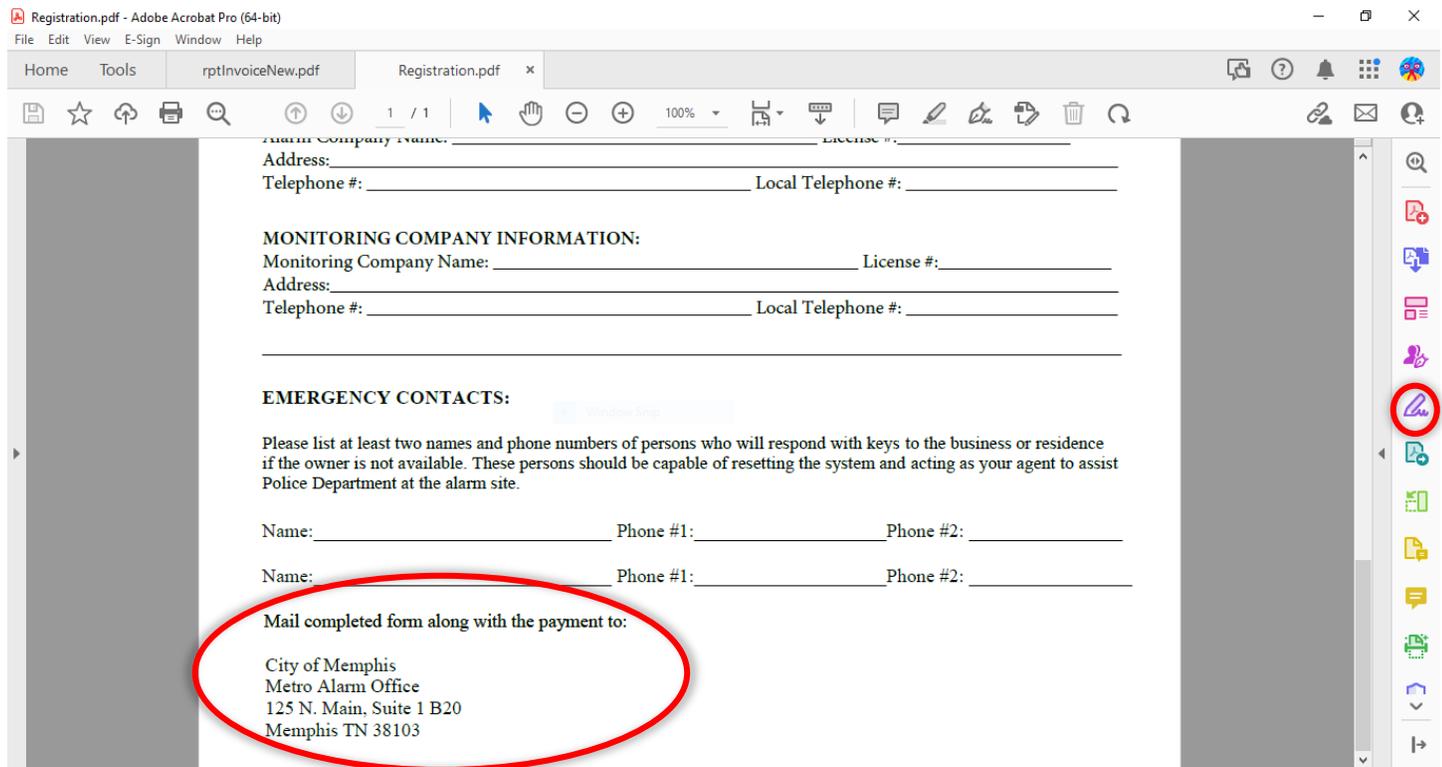
**ALARM COMPANY INFORMATION:**  
Alarm Company Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Local Telephone #: \_\_\_\_\_

**MONITORING COMPANY INFORMATION:**  
Monitoring Company Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Local Telephone #: \_\_\_\_\_

**EMERGENCY CONTACTS:**  
Please list at least two names and phone numbers of persons who will respond with keys to the business or residence if the owner is not available. These persons should be capable of resetting the system and acting as your agent to assist Police Department at the alarm site.  
Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Mail completed form along with the payment to:  
City of Memphis  
Metro Alarm Office  
125 N. Main, Suite 1 B20  
Memphis TN 38103

# Fill Out the Registration Form in Adobe Acrobat Pro, Print, and Mail



## 1.b. Login to View Menu Options

Once you have received your login username and password from Metro Alarms, log in to view the menu options for your account. Click on any option in the left-hand side menu.

### Menu Options

