

CITY OF SPRINGFIELD, OREGON

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



ALARM AGENT APPLICATION

APPLICATION FEE: \$43.05 (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. | |
| 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: |
| Payment must be submitted with application. Make checks payable to: City of Springfield | |
| Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477 | |

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