

Alarm Application Instructions
Collin County, Texas

Permit holder — Should be the person charged with the responsibility of maintaining the premises and the operation of the alarm system. This person will also be held financially responsible should service fees or fines be assessed.

Contact persons - The first person in this category should be the person most readily available to respond to the alarm site should the Sheriff's Office require someone to do so. This person must have access to the building or residence and the alarm and be prepared to deactivate the alarm for the home / business owner. This could be a close neighbor, friend, relative, or an alarm company representative if they provide such a service. The person designated must be able to reach the alarm site within thirty (30) minutes if required by the Sheriff's Office.

Second / Third Contact person(s) - These persons should meet the same requirements as the first contact person. He / She will be contacted should the first person not be available. There must be at least three (3) contacts listed before an application will be accepted and a permit issued.

A Permit holder must inform the Sheriff's Office, in writing, of any changes to the application within ten (10) working days. No fees are charged for application updates.

Please make all checks payable to: Collin County. Permit fees / renewal fees are Twenty-five dollars (\$25.00) per year per alarm site for commercial or residential alarms. Renewal fees are due and payable prior to the last day of the month in which the permit expires. Permits are valid for a twelve month (12) period calculated from the date of issuance.

Upon Completion of the Application, return all copies with payment to:

Collin County Sheriff's Office
Attention Records Section
4300 Community Avenue
McKinney, Texas 75071

You may also pay in person at the above address during the hours of:

8 a.m. - 5 p.m.
Mon - Fri
Except Holidays