

REGISTRATION

Alarm Business and/or Monitoring Company:

The Louisville Metro Code of Ordinances defines an alarm business as “the business, by an individual, partnership, corporation or other entity of leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring an alarm system in an alarm site”.

Every alarm and/or monitoring company working within Louisville/Jefferson County, Kentucky must register with the Louisville Metro Police Department – False Alarm Reduction Unit. The annual registration fee is \$100. Business license registration begins each year on June 1 and expires May 31 of the following year. License fees are not transferable, refundable or prorated.

Alarm Technician and/or Temporary Technician:

The Louisville Metro Code of Ordinances defines an alarm technician as “any person licensed by the Alarm Administrator to design, maintain, service, repair, alter, replace, move or install alarm systems”.

Every alarm technician or temporary technician working within Louisville/Jefferson County, Kentucky must register with the Louisville Metro Police Department – False Alarm Reduction Unit (FARU).

All technicians must be at least 18 years of age and shall pass a background check. License fees are not transferable, refundable or prorated.

There are (3) types of technicians:

- **Alarm Technician** – Must show proof that the applicant has met minimum training by completing the Alarm Tech Level 1 course and maintains 1.2 CEU's of training each year. The annual fee is \$25.
- **Temporary Alarm Technician** – The temporary technician has **not** completed the Alarm Tech Level 1 course. The license is for 6 months. Within the 6 months, the temporary technician must show proof that the applicant has met minimum training by completing the Alarm Tech Level 1 course. Upon verification of a completed certificate, the FARU will change the temporary technician to a full technician and add 6 months to the expiration date of the license. The initial fee is \$25.
- **Electrician** – Any person holding a valid State issued electrical license is exempt from the license fee and CEU's. They must still license with the FARU by filling out the application and provide a State issued photo electrical license copy.

If the technician does not meet the above requirements, the license shall be revoked.

A Background Check Form shall be completed annually and returned with the Alarm Technician Application Form. Forms that are not legible shall be returned which could delay the license.

Alarm User:

An alarm user is defined as “any non-governmental person, firm, partnership, corporation or other entity that uses, or allows the use of, an alarm system upon its premises, which is monitored by an alarm business”.

According to the Louisville Metro Codified Ordinance Chapter 127.03, it is the responsibility of the alarm business or the monitoring business to register their alarm users with the FARU. Upon receipt of the alarm user’s identifying information, the Administrator will license the alarm user with a unique license number. The license number will be given to the alarm business. The alarm business shall give the alarm user’s license number to police dispatch upon request for police assistance on an active alarm.

- Registrations are not taken over the phone, nor are they accepted by the alarm user.
- Alarm user license numbers do not expire.
- An alarm user’s registration number cannot be transferred to another person.
- If the alarm user moves, they will be assigned a new registration number at the new address.

Currently, there is no annual fee to register the alarm user. The alarm company is responsible for registering and sending all pertinent information to the FARU.