



Randolph Township Police Department General Instructions for Fillable Forms

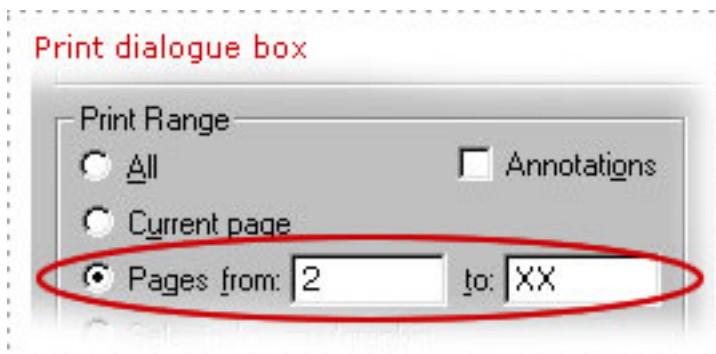
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, the police department must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on the [Online Forms](#) page at the township site for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the police, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Randolph Township Police Department
Community Services Unit
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
 Tel. (973) 989-7024 • Fax (973) 989-7077

Business Alarm Registration Form

Fee: \$150.00

All information provided will remain strictly confidential.

Date	
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Business Information

Business Name	Telephone Number
Business/Alarm Address	Fax Number
Business Mailing Address	E-Mail Address
Hours of Operation	

Business Owner Information

Business Owner Name	Home Telephone Number
Business Owner Home Address	Cell Telephone Number

Property Owner Information

Property Owner Name	Telephone Number
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Emergency Contact Information <i>(list contact names in the order you would like to have them called)</i>
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1	Name	Telephone Number	Cell Telephone Number
2	Name	Telephone Number	Cell Telephone Number
3	Name	Telephone Number	Cell Telephone Number

Alarm Information	Alarm Company Information
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Alarm system is: <input type="checkbox"/> Central Station <input type="checkbox"/> Local Alarm Type of alarm: <input type="checkbox"/> Burglar <input type="checkbox"/> Panic <input type="checkbox"/> Fire <input type="checkbox"/> Other _____	This alarm is: <input type="checkbox"/> Silent <input type="checkbox"/> Audible This alarm resets: <input type="checkbox"/> Automatically <input type="checkbox"/> Manually If the phone line is cut/disabled, this alarm sends a signal: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of installation _____	Name Address Telephone
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Miscellaneous Information

Location of safe	Location of any lights left on	Location of main water shutoff
Is there any other information we should know? Hazardous or unusual conditions? Dogs on property? <i>(Attach a separate sheet if necessary)</i>		

The Registrant hereby agrees to comply with the provisions of Chapter 38 of the revised ordinances of the Township of Randolph entitled "Police and Fire Alarm System." Further, the Registrant understands that he/she shall be accountable for false alarms, excluding those caused by severe weather, electrical or telephone line malfunctions. For the first and second false alarm in any given calendar year, a warning shall be issued. For the third false alarm and each additional false alarm in the same calendar year, a fine shall be paid to the township.

_____ Signature of Registrant

_____ Date

Fee Pd		Date Rec'd	
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