

Woburn Police Department

Business and Residential Registration Form

The Woburn Police Department is currently updating its' data base system for homes/businesses in the City of Woburn. All residents and businesses located in the City of Woburn that have installed alarm systems are required by city ordinance (Title XI; Sec.8) to register with the Woburn Police Department. Kindly complete the Alarm Registration form to register your alarm system or to update your current information. This registration can be completed online, faxed, e-mailed, or mailed to the WPD (please see below for details).

***Name/ Business:** _____

***Address:** _____

***Phone #:** *(If this is a business, please provide a telephone number (and extension if needed) where we could reach a person without getting stuck in a menu system, in case there is an emergency)*

***Alarm Type:** (Please Circle One) Fire Police Both N/A

***Alarm Company:** _____

***Alarm Company Phone:** _____

***Primary Emergency Contact for your business:** _____

***Title:** _____

***Home #** _____ ***Cell #** _____

***Secondary Emergency Contact:** _____

***Title:** _____

***Home #** _____ ***Cell #** _____

Third Contact Person: _____

Home # _____ Cell # _____

Fourth Contact Person: _____

Home # _____ Cell # _____

Additional Information

*Are there any employees at your location with a visual handicap? Yes No
If yes, how many? _____

*Are there are employees at your location with an orthopedic handicap? Yes No
If yes, how many? _____

*Are there any employees at your location with a hearing impairment? Yes No
If yes, how many? _____

*Are there any employees at your location with any other handicaps? Yes No
If yes, how many? _____

(The information above is requested for the reason that the Woburn Police Department and the Woburn Fire Department share the address data base. In case of an emergency where responders need to enter your facility, it is important that they are aware of any person(s) who may be in need of extra assistance.)

*Is there any information particular to your location that the responding officer should be aware of that has not been previously reported to the Woburn Police Department? For example, the presence of hazardous materials, live animals, etc. Yes No

If yes, please explain: _____

Additional comments: _____

**indicates required fields*

Thank you for your help in the Woburn Police Department's efforts to update the home and business data base system. We appreciate your cooperation.

Sincerely,

Det. Thomas Callahan

The Alarm Registration form can be completed and submitted :

ONLINE

- 1.) Go to <http://www.cityofwoburn.com/>
- 2.) Click on the link labeled *Public Safety – Police*
- 3.) Click on the link labeled *Online Forms*
- 4.) Follow the Alarm Registration link

E-Mail: EMurphy@WoburnPD.com

****FAX:** (781) 937-8287

****Mail:** Woburn Police Department
25 Harrison Avenue
Woburn, MA 01801
Attn: Erin Murphy

****If you provide an e-mail address on the form, you will be electronically notified upon receipt by the Police Department.**