



Read Me First – Forms Instructions

- 1) Read the Summary of Alarm Business Requirements and the implementation timeline.
- 2) Read the ARFAM Ordinance.
- 3) Read the Alarm Company Frequently Asked Questions.
- 4) Obtain a Business License from the City of Alton.
- 5) Print and complete the Affidavit of Compliance.
- 6) Print and complete the Alarm Business Information Disclosure form.
- 7) Print and complete the Level 1 Certification – Initial Agent Verification form.
- 8) Send the Affidavit of Compliance, a copy of your Alton Business License, the Alarm Business Information Disclosure form, the Level 1 Certification form and a copy of the agent’s certificate to Municipal Dynamics, using one of the following methods:
 - a. Fax: (636) 537-8187
 - b. Postal mail:
 (Use this PO Box for all Alarm Company correspondence and forms.)
 CITY OF ALTON - ARFAM
 PO BOX 4022
 CHESTERFIELD, MO 63006-4022
- 9) Count the residential and commercial alarm systems to be registered in the City of Alton:
 - a. Residential : _____ x \$25 = _____
 - b. Commercial: _____ x \$50 = _____
 - c. Total _____
 - d. Send a check or money order for the total, made payable to:
 (Use this PO Box for all remittances.)
 CITY OF ALTON-ARFAM
 PO BOX 66914
 SAINT LOUIS, MO 63166-6914
- 10) Upon receipt of items 2-7, you will be sent a login/password to access the ARFAM site.



**City of Alton, Illinois
Alarm Registration &
False Alarm Management**



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- 11) Notify your alarm owners in the City of Alton that the Alarm Registration & False Alarm Management Ordinance #7181 will be effective June 1, 2010. Notification suggestions:
 - a. Add the following link on your invoice:
 - i. <http://alton-il.com/AlarmRegistration&Payment>
 - b. Send the ARFAM brochure in a separate mailing or as an invoice insert.
- 12) If you have more than 100 active alarm systems in the City of Alton and wish to have that data automatically loaded into the ARFAM site, follow the Bulk Data Load instructions.
- 13) All alarm companies will have access to the ARFAM site for manual alarm registration.
- 14) The following forms are used after ordinance implementation:
 - a. New alarm systems: Electrical Permit and Subscriber Certification form.
 - b. Alarm systems suspended for excessive false alarms: Subscriber Reinstatement form.
- 15) Contact support@municipaldynamics.com or 877-686-4396 with questions.