



Circle City Security Systems Inc.  
5355 E. 38<sup>th</sup> Street  
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# Circle City Security Systems Inc.

To All New Subscribers,

Dear Sir or Madam:

Please find the enclosed pass cards, these are for you and /or anyone that is on your access list. In the event you or anyone on the access list accidentally trip the alarm system, follow this simple procedure.

1. Disarm your alarm system with your correct code number.
2. Wait a few seconds for the phone line to clear.
3. Call our Central Station @ (317) 542-7087. (It is your responsibility)
4. Identify yourself and provide the monitor with your pass card number, located on the pass card.
5. Return your pass card to a safe place, yet easy to access for you.
6. Congratulations! You have helped eliminate a false alarm.

**Please keep in mind...Without** the proper pass card number our Central Station Monitors are **Not allowed to disregard any emergency signals.** If no code is given they will dispatch the proper authorities.

Remember, you need to update your call list. Without an updated list, we will not be able to reach anyone to let you know your alarm system is going off. As many of you may already know our police departments have implemented a false alarm ordinance. Every false alarm occurrence may institute a citation and a considerable fine. The fine increases with each alarm. To make the situation worse, our police department has a new phone system that also delays our attempts to disregard the police in a false alarm situation. After five (5) false alarms you may be cited to appear in court and the police department may refuse our alarm dispatches on your home/business.

Circle City Security Systems is now proud to announce that you can do all your account changes online at our website. Please Visit [www.circlecityalarm.com](http://www.circlecityalarm.com) and click on the menu for Account Maintenance.

Thank you for allowing Circle City Security Systems Inc. to protect your Home/Business.

*Be Safe, Be Sure, Be Secure.*

