



COLORADO

**Division of Reclamation,
Mining and Safety**

Department of Natural Resources

1313 Sherman Street, Room 215
Denver, CO 80203

November 24, 2017

Notice to Colorado Permittees, Operators and Prospectors

RE: Electronic Filing of Annual Fees and Reports

Dear Permittee, Operator and/or Prospector:

On the anniversary date of a permit, notice of intent to conduct prospecting, or notice of intent to conduct exploration, all permit holders are required to submit an annual report, with map, and pay an annual fee. The process whereby permittees comply with this requirement has remained largely unchanged since the reclamation statute was implemented some 40 years ago. Given the quantity and diversity of permits issued by this Office, the traditional paper process has become inefficient.

The Office has completed an extensive review of the annual reporting process. The review focused not only on the efficiency of the process, but also how to assist permittee compliance with the law. The review included an 18-month voluntary pilot project whereby permittees uploaded their annual report, map and fee in a secure electronic environment. The pilot project is part of a larger effort to develop paperless ePermitting, an effort pursued by the Office since 2013. Documents and information received through ePermitting are conveyed directly to the database and to the imaged documents repository (Laserfiche WebLink), and are immediately available for review by the Office, other governmental agencies, and the public. The ePermitting pilot project demonstrated substantial improvements in the efficiency and effectiveness of the annual reporting process.

Therefore, beginning January 1, 2018, the Office will require electronic filing for the annual report, map and fee, for all permits and/or notices of intent. Permittees who have already registered for ePermitting will receive an electronic notice to the email address registered with the Office, reminding them of the due date to complete the online report, attach a map, and pay the annual fee. Permittees who have not yet registered for ePermitting will be mailed (paper) an annual report notice 30-days prior to the due date; the notice will include instructions for completing the required electronic submittal.

ePermitting Sign-up

- **ePermitting Sign-up:** Securing an account for the ePermitting system is an easy process that will take about five minutes. Access this web address to start the process: <http://mining.state.co.us/Pages/ePermitting.aspx> (from the DRMS main page (<http://mining.state.co.us>) click “ePermitting” and then “Sign up for Minerals Annual Report electronic filing”. *See the screenshot on the reverse side of this notice.*
- Once you have signed up, you will receive a confirmation email with your login information. A users’ manual is available on the website to help you get started.



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ePermitting

ePermitting is a paperless permitting system to receive applications and reports and convey them to DRMS staff. Documents and information received are immediately routed to the DRMS internal data base, and to the imaged documents repository (Laserfiche WebLink) for immediate review by Division staff, other government agency staff, and the public.

The system is currently available to all Minerals program permittees, and holders of Notices of Intent to Conduct Prospecting. Minerals and Prospecting users can upload Annual Reports and Fees.

Please note: DRMS ePermitting supports the latest version of Firefox, Internet Explorer, or Safari internet browsers. ePermitting will not function correctly in the Chrome browser.

Sign up for Minerals Annual Report electronic filing

Go to **ePermitting Home**

For additional information, Contact DRMS at dnr_drms_permitadmin@state.co.us

ePermitting FAQs

Use this as a reference after you're signed up

Click here to sign up

Thank you for your patience and cooperation as we work through this transition. The Office is confident we are providing a seamless interface to complete your compliance obligations in less time and with reduced potential for error than previously possible. We look forward to working with permittees in effecting these changes.

If you have any questions related to the change in the annual reporting process please contact your Environmental Protection Specialist, or Tony Waldron at (303) 866-3567 extension 8150. If you encounter technical difficulties while registering for ePermitting please contact Susan Burgmaier at (303) 866-3567 extension 8111, or by email at susan.burgmaier@state.co.us.

Respectfully,

Anthony J. Waldron
Minerals Program Supervisor