



Division of Reclamation, Mining and Safety Minerals Program Permits and NOI Electronic Annual Report Filing FAQ's

What is ePermitting for Annual Reports?

ePermitting is a paperless report and fee submittal system which integrates the DRMS permit system data base and Laserfiche systems. The operator will fill out a basic online report form that will populate the permit system database. Uploaded attachments, such as maps and monitoring data, will be imported into the Laserfiche system, and fees will be collected electronically (either by credit card or electronic check).

Is ePermitting mandatory?

Beginning January 1, 2018, ePermitting is mandatory for Annual Report, Map and Fees filed with the Minerals Program at DRMS.

How do I get logged in?

Go to the Division's web site (<http://mining.state.co.us/Pages/Home.aspx>), click on "ePermitting", and click on "Sign up for Minerals Annual Report electronic filing". Fill out the sign-up form and click "Submit." Instructions for setting up and using your ePermitting account will be emailed to you within 2 business days of receipt of your completed Opt-In Agreement. If you are the administrator for more than one permittee/NOI holder, you'll need to complete a form for each entity.

How will site security be handled?

All information is encrypted using Secure Sockets Layer (SSL). SSL is the standard security technology for establishing an encrypted link between a web server and a browser. Once the data entry starts, it is kept secure by being maintained behind the State's Firewall.

What if I need editing rights for more than one person at my organization? What about consultants?

Each permittee will be provided with an Administrator ID. The permittee will be the administrator and can assign multiple users for that account.

I don't have a scanner that will accept large format items, such as maps. How will I get my maps in pdf format?

For new maps, in AutoCAD and most other drafting programs, there is an option to save the document as a pdf. You can also take a paper map to a copy shop to have it scanned into electronic (pdf) format.

I don't have access to a computer. How can I file electronically?

You can use a publicly available computer, such as at a local library or copy shop, or schedule an appointment with the Division to use one of our public terminals available in Denver or Grand Junction.

How much does it cost to pay electronically?

The transaction fee for an electronic check is \$1.00; credit card fees are \$0.75 plus 2.75% of the total payment amount.

What if someone else in my organization needs to make the payment?

You can fill out the report and then save a draft of the report so that someone else in your organization can make the payment. Detailed instructions are in the Division's ePermitting User Manual found on our ePermitting home page.