



Step-by-Step Instructions Online Permit Registration and Payment Form

Step 1

Home > Government > Departments I through Z > Police > Emergency Alarm Systems

Emergency Alarm System Permits

In 2020, the Aspen Police Department responded to 1,055 emergency alarm system activations. More than 30% of these calls were for false alarms. Responding to false alarms costs both you and the community. Please help the Aspen Police Department provide the best response by registering your emergency alarm system.

To register your emergency alarm system and/or to pay your false alarm invoice, click the corresponding button below.

```
graph TD; A[ALARM REGISTRATION] --- B[FALSE ALARM PAYMENT]; C[ACH ALARM REGISTRATION] --- D[FALSE ALARM ACH PAYMENT];
```

Step 1

Select which type of payment you would like to make:

- Pay with a Credit Card
- Pay using ACH

Step 2

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Step 2

Create a new account or sign in with existing account. You must have an account to complete this activity.

Step 3

INSTRUCTIONS

Please review the application notice you received in your email or regular mail for accuracy, then select one of the four options below to proceed.

Type of Submission

- Renew Existing Permit
- New Application (no permit # required)
- Property Manager* - Renew Existing Permit
- Property Manager* - New Application (no permit # required)

* Property Managers submitting on behalf of their clients

Step 3

Select the type of submission. If this is not a new application, you must have your permit number.



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Step 4

CONTACT INFORMATION

Property/Business Owner - First Name Property/Business Owner - Last Name

Property/Business Owner - Phone Number

Permit Location Address: City

State: Zip Code

Instructions
For individual residents who utilize a third-party property manager please fill out this section. For property managers completing this form, this section is required.

PROPERTY MANAGEMENT COMPANY

Property Management Contact - First Name Property Management Contact - Last Name

Property Management Contact - Phone Number Property Management Contact - Email

Property Management Contact - Emergency Contact Phone Number

ALARM COMPANY INFORMATION

Step 5

SUBMISSION ACKNOWLEDGMENT

I agree to pay all fees and fines that may result from operation of this alarm system, until such time that I notify the Aspen Police Department (APD) that the system has been removed or deactivated, or that I have relocated. In addition, I agree to notify the APD of any alarm company changes, within 10 days of such change, by submitting a Modification Form online.

Please mark the provided box indicating you accept the above stated conditions: *

I Agree

Step 6

PAYMENT

Each permit must be submitted and paid for separately. Fee includes Credit Card transaction fees.

If you wish to pay by ACH please follow this link:
[Pay via ACH](#)

Pay Permit Fee by Credit Card	\$117.72	Quantity
		<input type="text" value="1"/>

Step 7

* indicates a required field

Step 4

Fill out the form in its entirety. Some fields may or may not be required based on the type of submission you selected.

Step 5

Read the Acknowledgment Statement and check the "I Agree" box.

Step 6

Ensure the quantity is "1".

Step 7

Click "Calculate Total".



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Step 8

Item Summary	
Pay Permit Fee by Credit Card	
Qty: 1	\$117.72 ea
Subtotal	\$117.72
Total	\$117.72

Buttons: Close, Proceed to Checkout

Step 8

Verify Amount and click "Proceed to Checkout".

Step 9

Home > ePayment Center

ePayment

Account | Payment | Confirmation

Payment Information

Choose Another Address

Order Contact

First Name* Phone*
Last Name* E-mail*

Billing Address

Street* City*
Apt/Ste/Bldg State* Zip*

Buttons: Continue, Cancel

Item Summary

Pay Permit Fee by Credit Card	
Qty: 1	\$117.72 ea
Subtotal	\$117.72
Total	\$117.72

Promotional Code Apply

Step 9

Review the information to make sure it's correct. Then, click "Continue".



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Step 10

Order Information

Total Amount (\$): \$117.72

Card Information

Card Number:*

Expiry Date:*

CVV:

Customer Information

First Name:

Middle Name:

Last Name:

Company Name:

Address One:

Address Two:

City:

Country: UNITED STATES OF AMERICA


State or Province: Colorado

Postal Code:


Step 10

Fill out payment details and then click the "Make Payment" button.

Step 11

 **ePayment**

Account Payment Confirmation

 **Payment Confirmation**

Congratulations! Your ePayment has been sent. A confirmation of your transaction will be sent to your email account. Thank you for using ePayment.

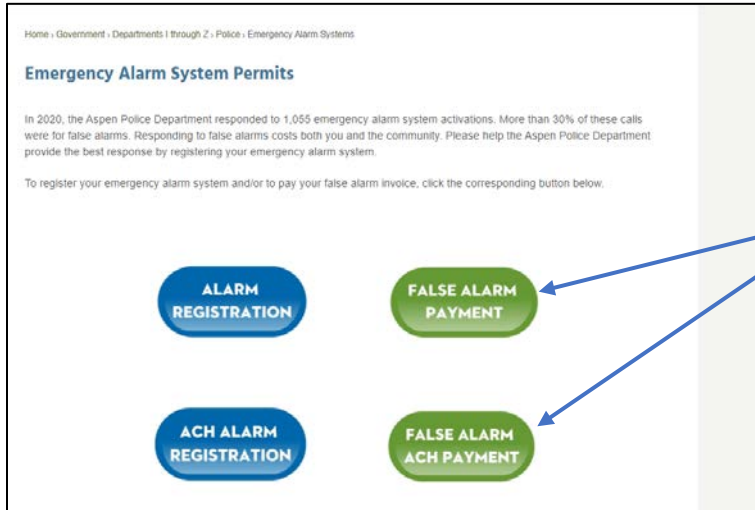
Step 11

You will be taken to a payment confirmation screen. Additionally, you will receive a transaction receipt via email.



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Step 12



**Direct questions to the
Aspen Police Department at
970-920-5400.**

Step 12

If your permit has accrued false alarm fees you will need to return to the Emergency Security Alarms webpage and click the “False Alarm Payment” button. This is a separate form from your annual registration and will need to be completed if your invoice indicates that you have an outstanding balance of false alarms fees.

After selecting the appropriate “False Alarm Payment” button, proceed with steps 2-11 above.