

How to Apply for a Security Alarm License Online

Login to you Citizen Access Portal account.

[Home](#) [Building](#) [Licenses](#) [Planning](#) [Fire](#) [Engineering](#) [Environmental](#) [more ▾](#)

Welcome to the City of El Paso, Texas Online Permitting / Licensing Citizen Portal

We are pleased to offer our citizens, contractors, businesses, and visitors access to transparent government information online, 24 hours a day, 7 days a week.

We will be offering a wide variety of services for you in the near future. Contractor registration and accounts will be available later this year.

Currently available:

- View Permit Data
- Search for Permitted work
- Renew business licenses

What would you like to do today?
To get started, select one of the services listed below:

Building Search Applications	Licenses Search Applications
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Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

ACA Link: <http://epermit.elpasotexas.gov/citizenaccess/>

From the Home page, select “Create an Application” under the Licenses section.

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs for Home, Building, Licenses, Planning, Fire, and Engineering. Below the menu, a welcome message reads "Welcome Sarah" and "You are now logged in." To the right of the welcome message is a "Cart You" button. Below the welcome message, a section titled "What would you like to do today?" prompts the user to select a service. A grid of service options is displayed, with each option having a "Create an Application" and "Search Applications" link. The "Licenses" section is highlighted with a red circle, and an arrow points to the "Create an Application" link within it.

Building Apply for a Permit Search Applications	Licenses Create an Application Search Applications
Planning Create an Application Search Applications	Fire Create an Application Search Applications
General Information Lookup Property Information Search for a Licensee	Engineering Create an Application Search Applications
Environmental Create an Application Search Applications	Health Create an Application Search Applications
Enforcement Search Applications	Animal Search Applications
Transportation For Hire Create an Application Search Applications	Traffic Control Create an Application Search Applications

Review the General Disclaimer. When you are ready, check mark that you have read and accepted the above terms.

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Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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I have read and accepted the above terms.

[Continue Application »](#)

For Licenses, select None Applicable.

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Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

None Applicable ▼

Continue Application »

For Record Type, select Security Alarm License

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Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us

City Registration License

Mobile Food Vending Permit

Security Alarm License

Continue Application »

Complete Applicant section. You can either select an existing applicant from your account or create a new applicant.

The screenshot shows a web interface for applying for a Security Alarm License. At the top, there is a navigation menu with buttons for Home, Building, Licenses, Planning, Fire, Engineering, Environmental, and a 'more' dropdown. Below the menu are links for 'Create an Application' and 'Search Applications'. The main heading is 'Security Alarm License'. A progress bar shows six steps: 1 Applicant Information (highlighted in dark blue), 2 Address Information, 3 Licensing Information, 4 Review, 5 Pay Fees, and 6. Below the progress bar, it says 'Step 1: Applicant Information > Page 1'. A note indicates '* indicates a required field'. The main section is titled 'APPLICANT' and contains the instruction: 'To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.' There are two buttons: 'Select from Account' and 'Add New', which are highlighted with a red box. Below these is a 'Continue Application »' button.

Once you have completed this section, press “Continue Application”.

Under Address, enter *at least* the address street number and street name then press “Search”. The parcel and owner information will auto-populate.

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Security Alarm License

1 Applicant Information 2 Address Information 3 Licensing Information 4 Review 5 Pay Fees 6

Step 2: Address Information > Page 1

Address

* Street No.: 811 * Street Name: TEXAS Street Type: AVE Unit # (end):

City: EL PASO State: TX Zip: 79901

Search Clear

Parcel

* Parcel Number: C05099922702400

Search Clear

Owner

Owner Name: CITY OF EL PASO

Owner Address: 811 TEXAS AVE

Search Clear

[Continue Application »](#)

Once you have completed this section, press “Continue Application”.

Enter the name and phone number for two emergency **Contacts**.

An **Alarm Provider** can be provided but is not required.

Also complete the **License Holder**, **Type of Use** and **Term of Use** fields.

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Security Alarm License

1 Applicant Information 2 Address Information 3 Licensing Information 4 Review 5 Pay Fees 6

Step 3 : Licensing Information > Page 1 * indicates a required fi

CONTACT

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

✔ Contact updated successfully.

JANE DOE
Home phone: 9155551234
Mobile Phone:
Work Phone: 9155551234
Fax:
[Edit](#) [Remove](#)

CONTACT

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

✔ Contact updated successfully.

JOHN SMITH
Home phone: 9155551234
Mobile Phone:
Work Phone: 9155551234
Fax:
[Edit](#) [Remove](#)

ALARM PROVIDER

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

ASI

APPLICATION

* License Holder:

* Type of Use:

* Term of License:

[Continue Application »](#)

Once you have completed this section, press “Continue Application”.

Review your information then hit “Continue Application”

Security Alarm License

1 2 Address Information 3 Licensing Information 4 **Review** 5 Pay Fees 6 Record Submittal

Step 4 : Review

[Continue Application >](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Security Alarm License

APPLICANT [Edit](#)

SARAH ORTIZ
ABC CONTRACTING
811 TEXAS AVE
EL PASO, TEXAS, 79901

Work Phone: 9155551234
E-mail: ortizs@elpasotexas.gov

Address [Edit](#)

811 TEXAS AVE
EL PASO TX 79901

Parcel [Edit](#)

Parcel Number: C05099922702400

Owner [Edit](#)

CITY OF EL PASO
811 TEXAS AVE

CONTACT [Edit](#)

JANE DOE
811 TEXAS AVE
EL PASO, TX

Primary Phone: 9155551234
Work Phone: 9155551234

CONTACT [Edit](#)

JOHN SMITH
811 TEXAS AVE
EL PASO, TX

Primary Phone: 9155551234
Work Phone: 9155551234

ALARM PROVIDER [Edit](#)

ASI

APPLICATION [Edit](#)

License Holder: ONE STOP SHOP
Type of Use: Commercial
Term of License: 3 Year

[Continue Application >](#)

You are almost done! All that is pending is payment.

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Security Alarm License

1 2 Address Information 3 Licensing Information 4 Review 5 Pay Fees 6 Record Submittal

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
3 - Year Alarm License Fee	1	\$69.00

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

\$69.00

[Check Out »](#) [Continue Shopping »](#)

If you are finished shopping, select "Check Out". You will then be directed to a site where you can securely pay the licensing fee.

After payment, your receipt and a link to download your new license certificate will be emailed to you.

If you have any questions, feel free to contact us at
(915) 212-0104 or OSSHelp@elpasotexas.gov

Hours of Operation:
Monday-Thursday, 7:00 a.m. – 6:00 p.m.
Friday, 8:00 a.m. – 12:00 p.m.