



Archuleta County Sheriff's Office

PAYMENT POLICY

Payments for citation Penalty Assessment fees are to be paid no later than **20** days from the date the citation is issued. If not paid, it becomes, by law, a summons and complaint and requires an appearance in court at the time and date indicated on the citation. **Fee and surcharges must be paid in full in order to comply with the penalty assessment citation.**

Acceptable Payments

- **Cash**
- **Personal check, Money orders/Cashier's Check.** A \$20 returned check fee will be added for any payment returned by the bank.
- **Credit Cards: Visa, MasterCard, American Express, and Discovery.** Credit card payments will be instantly applied and an online receipt will be available. Fee collected on behalf of portal for credit card payments are as follows: 2.25% of transaction amount + \$0.75 fee. Archuleta County does not determine or receive any part of this fee. Any service fee disputes must be taken directly to Colorado.gov.
- **Electronic Check/eCheck (ACH).** Fee collected on behalf of portal is \$1.00. Archuleta County does not determine or receive any part of this fee. Any service fee dispute must be taken directly to Colorado.gov. In the event an eCheck payment is returned for insufficient funds or invalid account, the account on the Pay portal will be blocked by Colorado.gov until the issue is resolved by the account holder. A second payment attempt will be required by the account holder.

Payments

Mail: Payments by mail need to be check, money order, or cashier's check and made out to **Archuleta County Sheriff's Office**. **Cash** should never be mailed. Include a copy of the defendant's copy of the citation and mail it to Archuleta County Sheriff's Office, P.O. Box 638, Pagosa Springs, CO 81147. A payment by mail must be postmarked no later than **20** days from the date of the citation.

In Person: Payments in person can be made in cash, money order/cashier's check, or eCheck. Bring defendant's copy of citation to Archuleta County Sheriff's Office, 777 County Road 600, Pagosa Springs, CO 81147. Office hours are Monday through Friday, 8 a.m. – 5 p.m.

Online: Payments online can be done at <https://www.archuletacounty.org/> with a credit card or electronic check via Colorado Interactive, LLC as the Statewide Internet Portal Authority's (SIPA) portal services. Additional fees apply. Refer to acceptable payments.

Minors: The citation must be signed and notarized by the parent or guardian prior to making payment.

Refunds

If the payment error is made by Archuleta County Sheriff's Office, a refund will be made on a case-by-case basis. If an overpayment is made by the payer for \$5 or less, no refund will be made for check, credit card, or eCheck (ACH) payments. Colorado.gov incurs bank/processor fees associated with disputed and returned items.



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Surcharges

A County ticket will be assessed the following surcharges for each violation. The monies collected are in accordance to CRS 26-1-301 to 26-1-310, CRS 24-4.2-101 to 24-4.2-111, and CRS 13-3-113.

Traumatic Brain Injury Surcharge: Effective January 1, 2004, Colorado requires law enforcement to collect a \$22 surcharge for speeding and helmet violations, which supplements the Colorado Traumatic Brain Injury Fund.

Victims' Assistance Surcharge VALE (Victim Assistance and Law Enforcement): is sent to the 6th Judicial District Victims' Assistance Fund and used to provide services to victims of crime. The fee is \$10.

Family Friend Surcharge: Effective January 1, 2013, Colorado requires law enforcement to collect a \$1 surcharge to supplement the Family Friends Fund.