



## Instructions for Reciprocity Applicants

The following is provided to assist individuals licensed in other states and jurisdictions seeking to become New Mexico licensed EMS providers. Reciprocity applicants must have a current EMS license from another state or jurisdiction at the level for which they are applying.

To apply for NM reciprocity, follow these instructions:

1. Fingerprint scanning for the criminal background check:
  - a. Go online to [https://cogentid.3m.com/nm/index\\_NM.htm](https://cogentid.3m.com/nm/index_NM.htm) and then click Register Online for a Background Check.
  - b. Click "ORI Lookup", and then select **NM931162Z** DOH/EMS Bureau (using any other ORI # will result in you having to redo your fingerprints).
  - c. Complete your registration, complete payment, & then print receipt
  - d. If fingerprints are being scanned in New Mexico, take receipt with you to fingerprint location (see list of NM locations); your fingerprints should be scanned electronically and a TCN issued. Provide current government issued photo ID.
  - e. If completing this requirement from out of state: \*You must submit two inked fingerprint cards captured on standard FD-258 fingerprint cards directly to 3M Cogent. **The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprints cards to 3M Cogent.**
    - **Write the "Registration ID" number on the back of your fingerprint cards**
    - **Mail the cards & payment to:**

**3M Cogent, New Mexico Card Scan**  
**639 North Rosemead Blvd**  
**Pasadena, CA 91107**

*{If you have a history of a misdemeanor or felony conviction, please submit a letter explaining the situation and all supporting court documentation along with your completed application. Your packet will be forwarded to the investigation section for clearance to proceed with your application or further investigation, if needed.}*

2. Fully complete the reciprocity application, and **print and sign the document where indicated**.
  - a. Make sure to include the fingerprint **Registration ID #** (from the receipt) in the indicated space.
3. Attach a copy of your current EMS license to the application
4. Attach a copy of your current government issued photo ID.
5. Attach a copy of a current NM Approved BLS CPR certification to your application; Paramedic applicants must also submit a copy of a current NM Approved ACLS certification to your application.
6. Include the correct fee for the licensure level for which you are applying; The EMS Bureau can accept only check, money order, or purchase orders. Please note: **this fee is non-refundable**.
7. Mail (or otherwise deliver) the completed application packet, with all supporting documentation, to:

**New Mexico Emergency Medical Systems Bureau**  
**Attn: Licensing**  
**1301 Siler Rd. Bldg. F**  
**Santa Fe, NM 87507**



**Reciprocity Fees Payable to NM EMS Bureau**

EMS First Responder	\$50.00
EMT Basic	\$130.00
EMT Intermediate	\$150.00
Paramedic	\$170.00

Once your application packet has been reviewed and is approved by the EMS Bureau, you will be mailed a "Temporary License", which will enable you to practice at the level of licensure for which you are applying.

**This "Temporary license" is valid for up to six (6) months, based on the date of issue. The Temporary License is contingent on maintaining an active NREMT Certification and a current Out-of-State license. Should your license and/or certification lapse or expire before the six (6) months period, your NM temporary license will also expire on that date. The temporary license is not renewable or extendable.**

EMS FR, EMT-Basic, and EMT-I applicants are required to complete a 16-hour NM EMS Transition Course offered by any of the approved NM EMS Training Institutions. Please contact one of the institutions listed below for the scheduling of the transition course. This must be completed prior to scheduling the NM EMS written licensing examination. Once you complete the transition course, submit a copy of your completion certificate to the EMS Bureau. You may then schedule your NM EMS licensing examination. Paramedics are not required to complete a Transition Course but are required to take the NM Transition Paramedic Exam.

Re-test Fees are applied for each of the 2nd and 3rd attempts. No same day re-testing.

- EMT-FR -\$25.00
- EMT-Basic-\$30.00
- EMT- Intermediate -\$35.00
- EMT-Paramedic -\$40.00

The following are approved NM Training Institutions:

- Central New Mexico Community College, Albuquerque.....505-224-5218
- Dona Ana Community College, Las Cruces.....575-527-7645
- Eastern New Mexico University, Roswell.....575-624-7076
- San Juan College,  
Farmington.....505-566-3857
- Santa Fe Community College, Santa Fe.....505-428-1820
- UNM EMS Academy, Albuquerque.....505-272-5757

Written exams are administered at the EMS Bureau in Santa Fe, and at the EMS Regional offices in Clovis and Las Cruces.

**Your temporary license will be rescinded upon failure of any part of the NM EMS transition written examination. All Reciprocity applicants have 1 (one) year to complete the testing process from the date your application is received by the NM EMS Bureau. You will have up to three (3) opportunities to pass the NM Written exam. Failure to show for a scheduled exam appointment, without prior notification of the EMS Bureau staff, will constitute an exam attempt.**

**YOU MUST KEEP YOUR OUT-OF-STATE LICENSE CURRENT UNTIL YOU HAVE BEEN ISSUED A "FULL" NEW MEXICO EMT LICENSE. IF YOUR OUT-OF-STATE LICENSE/CERTIFICATION EXPIRES AT ANY TIME DURING YOUR TESTING PROCESS YOUR APPLICATION WILL BE CONSIDERED VOID. ONCE YOU REGAIN OUT OF STATE LICENSURE/CERTIFICATION, YOU MUST SUBMIT A NEW APPLICATION ALONG WITH SUPPORTING DOCUMENTATION.**