

# Re-entry Information

If you are an EMS First Responder, EMT-Basic, EMT-Intermediate or EMT- Paramedic whose NM license has expired within the previous two years and would like to regain your license you must take the following steps:

1. Complete a fingerprint scan for criminal history check:

- Go online to [https://cogentid.3m.com/nm/index\\_NM.htm](https://cogentid.3m.com/nm/index_NM.htm) and select *Register Online for a Background Check*.
- Click ORI Lookup and then select **NM931162Z DOH/EMS Bureau (using any other ORI # will result in you having to redo your fingerprints)**
- Continue registration and payment then print receipt
- Take receipt with you to fingerprint location (see list of NM locations). Provide current government issued photo ID
- Your fingerprints should be scanned electronically and a TCN issued (this number is for your tracking purposes)
- Fill in Registration ID# on NM EMT Application THIS IS THE NUMBER THAT THE BUREAU REQUIRES

2. Complete a NM EMS Re-Entry Application and print it and sign it

3. Attach proof of completion of a minimum of half of the number of hours of Bureau approved CE at your license level, completed within the last 12 months preceding date of application. Refer to the Continuing Education Guide for category and hour requirement.

4. Attach a copy of a current healthcare provider CPR card (Paramedics also need to attach a copy of a current ACLS card).

5. Attach a copy of a current government issued photo ID

6. Attach a check, money order or PO (NO cash accepted) for the appropriate re-entry fee made payable to NM EMS Bureau

6. Mail complete application packet to: [1301 Siler Rd. Bldg. F, Santa Fe, NM 87507](#)

7. Once your complete re-entry packet is approved by the EMS Bureau, you may schedule the NM EMS state exam through one of the Regional offices or the EMS Bureau.

## Re-Entry Fees

First Responder - \$60.00

EMT-Basic - \$90.00

EMT-Intermediate - \$120.00

Paramedic - \$150.00

EMD - \$60.00

EMD Instructor - \$75.00