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://www.aps.gemalto.com/nm/index_NM.htm](https://www.aps.gemalto.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. You must provide valid government photo ID
   - Take receipt with you to fingerprint location (see list of NM locations)
   - Your fingerprints should be scanned electronically and a TCN issued
   - Fill in Registration ID and TCN on NM EMT Application

2. Submit application with fingerprint Registration ID # **within 30 days completion of fingerprints**

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

4. 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.

5. Attach a copy of a current healthcare provider CPR card and valid government photo ID (Paramedics also need to attach a copy of a current ACLS card).

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

   - EMS FR $60.00
   - EMT-Basic $90.00
   - EMT-Intermediate $120.00
   - EMT-Paramedic $150.00

6. Mail or deliver complete application packet to: **NM EMS Bureau**

   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.