

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 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.