

Instructions for Renewal Applicants

The EMS Bureau will require fingerprint backgrounds by the following alphabetical schedule:

Renewals due 3/31/2020; Last name A-M

Renewals due 3/31/2021; Last name A-M

Complete the following steps to register and have your fingerprints scanned for the criminal history screening:

- 1) Go online to https://cogentid.3m.com/nm/index_NM.htm; click "Register Online for a Background Check".
- 2) Click "ORI Lookup" and select **NM931162Z** DOH/EMS Bureau. **Using any other ORI # will result in you having to redo your fingerprints!**
- 3) Complete the registration, including the payment; **print receipt.**
- 4) Take the receipt with you to your chosen fingerprint location (find list under Useful Information on 3M Cogent website). **You must provide a valid government issued photo ID.**
- 5) Your fingerprints will be scanned electronically and a Transaction Control Number (TCN) issued-This number is for YOUR tracking purposes.
- 6) Make sure to include the Registration ID # from your fingerprint receipt in the indicated space on your License Renewal Application-**This is the number that the Bureau requires.**

Renewal Application: To apply for New Mexico EMT License Renewal, follow these instructions:

- Fill out the Renewal Application for Licensure completely then print it and sign it.
 - Make sure to check the Renewal and Audit List to see if you are being audited.
- www.nmems.org
- Have your Medical Director sign the Verification of Competency.
- You must sign the Affirmation of Renewal Requirement Completion and attach documentation/verification of approved New Mexico Continuing Education to your application if your name is highlighted on the Renewal and Audit list.
- Attach a copy of a current CPR certification/education to your application; Paramedic applicants must also submit a copy of a current ACLS certification to your application.
- Submit a copy of a valid government issued photo ID (driver's license, etc.).
- Include correct fee for license level with a check, money order, or purchase order (**this fee is nonrefundable**).
- Check or money order payable to NM EMS Bureau.
- Mail or deliver in person, the complete application packet to:
1301 Siler Rd, Bldg. F, Santa Fe, NM 87507, ATTN: Licensure Renewal
- Submit application with fingerprint Registration ID # within 30 days completion of fingerprints**

2020 Renewal Fees Payable to NM EMS Bureau

Licensure Level Renewal Fee	Received before March 1	March Renewal Fee March 1-March 31	Reinstatement Fee April 1-May 31
First Responder	\$20	\$60	\$120
EMT Basic	\$30	\$90	\$180
EMT Intermediate	\$40	\$120	\$240
Paramedic	\$50	\$150	\$300
Dispatcher	\$20	\$60	\$120
Dispatch Instructor	\$25	\$75	\$150