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://www.aps.gemalto.com/nm/index_NM.htm; click “Register Online for a Background Check”.
2) Complete the registration, including the payment; print receipt and send in with packet.
3) 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.
4) Your fingerprints will be scanned electronically and a Transaction Control Number (TCN) issued—This number is for YOUR tracking purposes.
5) 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
  o Make sure to check the Renewal and Audit List to see if you are being audited
□ 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 located on the website.
□ 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
□ 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
□ Submit application with fingerprint Registration ID # within 30 days of completion of fingerprints

2020 Renewal Fees Payable to NM EMS Bureau

<table>
<thead>
<tr>
<th>Licensure Level</th>
<th>Rec before March 1</th>
<th>March 1-March 31</th>
<th>April 1-May 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Responder</td>
<td>$20</td>
<td>$60</td>
<td>$120</td>
</tr>
<tr>
<td>EMT Basic</td>
<td>$30</td>
<td>$90</td>
<td>$180</td>
</tr>
<tr>
<td>EMT Intermediate</td>
<td>$40</td>
<td>$120</td>
<td>$240</td>
</tr>
<tr>
<td>Paramedic</td>
<td>$50</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>$20</td>
<td>$60</td>
<td>$120</td>
</tr>
<tr>
<td>Dispatch Instructor</td>
<td>$25</td>
<td>$75</td>
<td>$150</td>
</tr>
</tbody>
</table>