

NM EMS Bureau – Criminal History Background Screening FAQs

The following questions and answers will help guide you through the process of submitting your fingerprints electronically in applying for New Mexico Emergency Medical Service Licensure. Please read this material carefully in its entirety. If you have any questions you may contact:

NM EMS Bureau – Professional Standards Section

**1301 Siler Rd., Building F
Santa Fe, New Mexico 87507
Ph: (505) 476-8200**

Office hours: Monday - Friday 8 AM - 5 PM

**Send questions or inquiries about application status to Licensing Manager Peggy Ann Griego:
PeggyA.Griego@state.nm.us**

NM EMS Bureau administers the Criminal History Background Screening for EMS Providers under the authority of the New Mexico Emergency Medical Services Act, §24-10B-5.2 NMSA, 1978. The NM EMS Bureau licenses all New Mexico Emergency Medical Services providers and evaluates the eligibility of applicants through criminal history background checks and monitors those currently licensed to ensure their continued eligibility.

Please Note: The Emergency Medical Systems (EMS) Bureau's process for Criminal Background Checks differs slightly from the Department of Health, Division of Health Improvement Background Check process.

***** Please make sure you follow the NMDOH/EMS Bureau's instructions, if you are applying for initial licensure or renewal of Emergency Medical Services licensure.***

Q: Is there a background check requirement?

A: Yes. Every applicant for an initial EMS license and designated EMS license renewal applicants must submit their fingerprints and undergo a criminal history background check.

Q: Who Must Comply?

A: Any person applying for licensure as an Emergency Medical Services provider must comply with this law. This includes any Emergency Medical Services First Responder, Emergency Medical Technician – Basic, Intermediate, Paramedic, Emergency Medical Dispatcher or Emergency Medical Dispatch Instructor.

Q: Do I have to get the new criminal history record check performed at each licensure renewal?

A: The background checks will be completed per the set schedule based on the spelling of your last name. This criminal history record check is required regardless of any previous background checks performed.

Q: When must I complete a fingerprint background check?

A: Background checks will be required on every initial licensure. Further, background checks for renewal of licensure will be completed on every other license renewal period (every 4 years). Due to the volume of background checks to be processed, the EMS Bureau will require fingerprint backgrounds by the following alpha schedule:

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

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

Renewals due 3/31/2022; Last name N-Z

Renewals due 3/31/2023; Last name N-Z

The cycle will then roll over using the same calendar schedule for following years.

Q: I'm applying for a license. What happens if I do not get my criminal history record check performed; will I lose the licensure application fee?

A: Criminal history record checks are required for all new applications and every renewal license. If fingerprints are not submitted to the New Mexico Department of Public Safety through its vendor, Gemalto Cogent, the application will not be processed. If an application is submitted and the fingerprint submittal is not completed, the incomplete application will be denied. License application fees are not refundable.

Q: What information do I submit to the NM EMS Bureau for initial licensure or renewal?

A: For application instructions, please refer to the appropriate licensure instructions at; <http://www.nmems.org/Licensing/>

Q: How do I register to complete my criminal history background screening at Gemalto Cogent?

A:

1. The applicant must register with Gemalto Cogent, <https://www.aps.gemalto.com/index.htm> and select **Register Online**.
2. After registration and payment are complete, the applicant will receive a Registration ID number. Print the receipt containing the Registration ID Number.
3. Once the Registration ID number is provided to the applicant, the applicant may take it and a valid identification to any Gemalto Cogent fingerprint site to complete fingerprinting.

Q: When I go to the fingerprinting site, what am I required to bring with me?

A: After you have registered with Gemalto Cogent, you may go to the appropriate fingerprinting location. You are required to:

- Present photo ID;
- Provide your Registration ID;
- Pay the \$44.00 Criminal History Check fee, if you did not pay at the time of registration Gemalto Cogent.

Once you have been fingerprinted, you will receive a receipt which contains the Registration ID# and the Transaction Control Number (TCN):

- The TCN Number is proof that your fingerprints were collected and submitted to NMDPS. The TCN Number may be retrieved via your online receipt at <https://www.aps.gemalto.com/index.htm>. Click New Mexico and Click Print a Fingerprint Submission Receipt.

You should submit your application to the NM EMS Bureau WITHIN 30 DAYS of your fingerprint-scan to avoid inconvenience and possible additional expense.

Be sure to include the following items with your licensure application: Receipt containing the Registration ID and Transaction Control Number (TCN) along with a current Government Issued Identification.

Q: What is an ORI number?

A: The Originating Agency Identification (ORI) Number identifies the agency requesting the criminal history check and for the purpose the background check is requested. The NMDOH/EMS Bureau's ORI number is: **NM931162Z**. This number is to be entered with other Gemalto Cogent information, when having your fingerprint scan taken.

Q: Gemalto Cogent is requiring a fee of \$65.00 for a NM DOH background check, yet the EMS Bureau website says the fee is \$44.00, why is that?

A: Another division of the Department of Health, the Division of Health Improvement, requires a fee of \$65.00 to complete backgrounds for care providers that work in hospitals, home health, group homes, developmental disability services, etc. Their greater fee is needed to operate their background check program. The EMS Bureau's background check fee for EMS personnel is \$44.00, paid to Gemalto Cogent; the EMS Bureau receives none of this money.

Q: How long does it take for Clearance to be received?

A: A final clearance may be determined in as little as 7 days, or as many as 90 days, depending on criminal charges, or other inter-agency processing.

Q: Where can I get my fingerprints digitally scanned?

A: There are many established electronic fingerprint service sites across the state. (Fingerprint sites are listed at www.aps.gemalto.com > New Mexico > Fingerprint Location Map.)