

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://cogentid.3m.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
- 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. Complete a NM EMS Re-Entry Application and print it and sign it

3. Attach a copy of a current NM refresher course completion certificate or CE blueprint equivalent at your licensure level (completed within the last 15 months).

4. Attach a copy of a current healthcare provider CPR card
(Paramedics also need to attach a copy of a current ACLS card).

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

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

6. Mail or deliver complete application packet to: [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.