

Instructions for Renewal Applicants

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

Renewals Due 03/31/2020; Last name A-M

Renewals Due 03/31/2021; Last name A-M

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

- a. Go online to https://cogentid.3m.com/nm/index_NM.htm: click “Register Online for a Background Check.”
- b. Click “ORI Lookup” and select **NM931162Z** DOH/EMS Bureau. Using any other ORI# will result in you having to redo your fingerprints!
- c. Complete the registration, including the payment: **print receipt**.
- d. 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.
- e. Your fingerprints will be scanned electronically and a Transaction Control Number (TCN) issued- this number is for **YOUR** tracking purposes.
- f. 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 NM EMT License Renewal, follow these instructions:

1. Fill out the Renewal Application for licensure completely then print it and sign it
2. Have your Medical Director sign the Verification of Competency
3. You must sign the Affirmation of Renewal Requirement Completion and attach documentation/verification of approved NM Continuing Education to your application. If your name is highlighted on the Renewal and Audit List.
4. Attach a copy of a current CPR certification; Paramedic applicants must also submit a copy of a current ACLS certification to your application
5. Submit a copy of a current government issued photo ID
6. Include correct fee for license level with a check, money order or purchase order (this fee is non-refundable). Check or money order payable to NM EMS Bureau
7. Submit application with fingerprint Registration ID # within 30 days of completion of fingerprints
8. Mail complete packet to: **INCOMPLETE PACKETS WILL BE RETURNED**

NM EMS Bureau

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Santa Fe, NM 87507

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

