Instructions for Renewal Applicants

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

**Renewals due 3/31/2018; Last name N-Z**

Renewals due 3/31/2019; Last name N-Z

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](https://cogentid.3m.com/nm/index_NM.htm); click “Register Online for a Background Check”.

b. Click “ORI Lookup” and select NM9311622 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)

e. Your fingerprints will be scanned electronically and a Transaction Control Number (TCN) issued

f. Make sure to include the Registration ID # from your fingerprint receipt in the indicated space on your License Renewal Application

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

1. Fill out the Renewal Application for Licensure completely then print it and sign it
   a) Make sure to check the 2018 Renewal and Audit List to see if you are being audited [www.nmems.org](http://www.nmems.org)

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 New Mexico Continuing Education to your application if your name is highlighted on the 2018 Renewal and Audit list.

4. 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

5. Include correct fee for licensure level with a check, money order, or purchase order (**this fee is non-refundable**).

6. Mail or deliver in person, the complete application packet to:
   **1301 Siler Rd. Bldg. F Santa Fe, NM 87507**

**2018 Renewal Fees Payable to NM EMS Bureau**

<table>
<thead>
<tr>
<th>Licensure Level</th>
<th>Renewal Fee Rec before March 1</th>
<th>March Renewal Fee March 1-March 31</th>
<th>Reinstatement Fee 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>
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<td>$90</td>
<td>$180</td>
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<tr>
<td>EMT Intermediate</td>
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<td>$240</td>
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<tr>
<td>Paramedic</td>
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<td>$300</td>
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<tr>
<td>Dispatcher</td>
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<tr>
<td>Dispatch Instructor</td>
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<td>$75</td>
<td>$150</td>
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