

# 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 **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)
- 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

Licensure Level	Renewal Fee Rec 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

