Instructions for Military Applicants

The NM EMS Bureau has implemented the following EMS licensing procedures for Active Duty Military members, spouses of military service members and recent Veterans (separated from military service within the last two years), who possess current out-of-state EMS licensure and/or National Registry of EMT's (NREMT) certification:

To apply, follow these instructions:

1. Have your fingerprints scanned for a criminal history screening
    a. Go online to https://cogentid.3m.com/nm/index_NM.htm and then click Register Online for a Background Check.
    b. Click ORI Lookup and then select NM931162Z DOH/EMS Bureau (using any other ORI # will result in you having to redo your fingerprints)
    c. Continue registration and payment then print receipt
    d. If being done in New Mexico take receipt with you to fingerprint location (see list of NM locations) your fingerprints should be scanned electronically and a TCN issued
    e. If being done from out of state: * You must submit two inked fingerprint cards captured on standard FD-258 fingerprint cards directly to 3M Cogent. The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprints cards to 3M Cogent.
    f. **Registration ID:** Write this number on the back of your fingerprint cards
    g. **Submission** – Mail the cards (and if applicable, payment) to:

        3M Cogent, New Mexico Card Scan

        639 North Rosemead Blvd

        Pasadena, CA 91107

{If you have a history of a misdemeanor or felony conviction, please submit a letter explaining the situation and all supporting court documentation along with your completed application. Your packet will be forwarded to the investigation section for clearance to proceed with your application or further investigation, if needed.}

2. Fill out the application for Reciprocity completely and print it
    a. Make sure to include the Registration ID # from your fingerprint receipt in the indicated space
3. Attach a copy of your current state license and/or National Registry card to the application
4. Attach a copy of a current CPR certification to your application; Paramedic applicants must also submit a copy of a current ACLS certification to your application
5. Include fee in the correct amount for licensure level by 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

Military Fees (must show ID or DD 214 for proof of military service)

EMS First Responder	$25.00
EMT Basic	$65.00
EMT Intermediate	$75.00
Paramedic	$85.00

Once your application packet is approved by the EMS Bureau, you will be mailed the following:
A "Temporary License", which will enable you to practice at the level of licensure for which you are applying. This temporary license is valid for up to six (6) months based on the date of issue and is contingent on an Active NR certification or other state license. Should your license/certification expire before the six (6) months period, your temporary license will also expire on that date. The temporary license is not renewable or extendable. **Your temporary license will be revoked upon failure of any part of the NM EMS transition written examination.**

EMS FR, EMT-Basic, and EMT-I are required to complete a 16-hour NM EMS transition course at one of the NM EMS training institutions as a pre-requisite to completing the NM EMS written licensing examination. Once you complete the transition course, you are required to forward a copy of your completion certificate to the EMS Bureau. You will then be scheduled for the NM EMS licensing examination. Written exams are administered through the Region offices in Clovis, Las Cruces, and the EMS Bureau in Santa Fe. The following are approved NM Training Institutions:

Central New Mexico Community College, Albuquerque…….505-224-5218
Dona Ana Community College, Las Cruces……575-527-7645
Eastern New Mexico University, Roswell……..575-624-7076
San Juan College, Farmington……505-566-3857
Santa Fe Community College, Santa Fe……505-428-1820
UNM EMS Academy, Albuquerque……505-272-5757

Paramedics are not required to complete a Transition Course but are required to take the NM Transition Paramedic Exam.

All Reciprocity applicants have 1 (one) year to complete the testing process from the date your application is received by the NM EMS Bureau.

YOU MUST KEEP YOUR OUT-OF-STATE LICENSE or NR CERTIFICATION CURRENT UNTIL YOU HAVE BEEN ISSUED A NEW MEXICO EMT LICENSE. IF YOUR OUT OF STATE LICENSE/CERTIFICATION EXPIRES AT ANY TIME DURING YOUR TESTING PROCESS YOUR APPLICATION WILL BE CONSIDERED VOID. ONCE YOU REGAIN OUT OF STATE LICENSURE/CERTIFICATION YOU WILL HAVE TO SUBMIT A NEW APPLICATION ALONG WITH SUPPORTING DOCUMENTATION.