
ATTENTION ALL EMS CANDIDATES & LICENSEES STATE AND NATIONWIDE CRIMINAL HISTORY SCREENING REQUIRED

The New Mexico Department of Health (NMDOH), Emergency Medical Systems (EMS) Bureau licenses all NM Emergency Medical Technicians and Emergency Medical Dispatchers; certifies and oversees Emergency Medical Rescue Agencies, Air Ambulance Agencies, NM Trauma Centers, Stoke and STEMI Centers. The Bureau also conducts all licensure investigations and subsequent disciplinary actions as authorized by the EMS Licensing Commission. The Bureau's statutory mandate is to enhance and regulate a comprehensive emergency medical services system in the state. Our duty is to assure continued professional emergency medical services and provide for protection of the public. In fulfillment of that mission, the EMS Bureau has joined the majority of states in the country by requiring all applicants for licensure, and current license holders, to submit to a state and nationwide criminal background check. Per NMSA 24-10B-2, the EMS Bureau began requiring that all applicants for initial and renewal licensure submit fingerprints to the New Mexico Department of Public Safety (DPS) fingerprint services vendor 3M Cogent. A statewide criminal history search and Federal Bureau of Investigation (FBI) nationwide criminal history search will be completed.

LICENSE RENEWALS: Every licensee seeking to renew their license will be required to submit fingerprints for a state and national criminal background check in accordance with the provisions of §24-10B-5.2 NMSA, 1978. background checks for renewal of licensure will be completed on every other license renewal period (every 4 years). Due to the volume of background checks to be processed, the EMS Bureau will require fingerprint backgrounds by the following alphabetical schedule:

Renewals due 3/31/2017; Last name A-M
Renewals due 3/31/2018; Last name N-Z
Renewals due 3/31/2019; Last name N-Z
Renewals due 3/31/2020; Last name A-M

INITIAL LICENSE, RECIPROCITY, REENTRY: Background checks will be required on every initial licensure as well as those who are regaining their license through reentry.

The EMS Bureau is committed to processing background checks as quickly and efficiently as possible. If you have any questions or comments, please do not hesitate to contact Bureau staff directly, so they may assist you.

The nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions arising there from, including convictions, dismissals, acquittals, sentencing and correctional supervision. This information is collected by criminal justice agencies and stored in the computerized data bases of the Federal Bureau of Investigations (FBI), the national law enforcement telecommunications systems, the Department of Public Safety (DPS) or the repositories of criminal history information of other states.

Neglecting to complete the fingerprint process will delay license issuance because the licensure application will be incomplete. If the background screening reveals a felony criminal conviction or a violation of the Emergency Medical Services Act and Licensing Rule; the applicant or licensee will be notified, and the EMS Licensing Commission will determine what action may be taken.

- The New Mexico Department of Public Safety has entered into a contract with 3M Cogent, to accept and process all applicant fingerprints. The fingerprinting fee is **\$44.00**, which can be paid at the time of registration on-line by credit card or at the fingerprinting site by cashier's check or money order.
- Cogent will have up to 49 fingerprinting sites throughout the state to process fingerprinting of applicants.
- Please use the following Originating Agency Identification (ORI) number: **NM931162Z** when registering
- Please note, that the Department of Health and Division of Health Improvement also conduct background checks under a different ORI number. It is the licensee's responsibility to use the correct ORI number for the NM EMS Bureau to ensure that the results are sent to the correct agency.
- Transaction Control Number (TCN): The TCN Number is proof that your fingerprints were collected and submitted to NMDPS.

There is no provision for waiving the fingerprint background check for local law enforcement backgrounds, military and other security clearances.

New Mexico Fingerprint Submission Process

- Go online to https://cogentid.3m.com/nm/index_NM.htm and then 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 of \$44.00 then print receipt
- Take receipt with you to fingerprint location .Fingerprint sites are listed at https://cogentid.3m.com/nm/index_NM.htm under Useful Information.
- Your fingerprints should be scanned electronically and a TCN issued
- * **Out of State applicants please see instructions below**
- Fill in Registration ID and TCN on NM EMT Application
-
- * **Applicants that are out-of-state 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.**
-
- **Registration ID:** Write this number on the back of your fingerprint cards. Make note of this Registration ID for your records.
-
- **Submission** – Mail the cards (and if applicable, payment) to:
 - [3M Cogent, New Mexico CardScan](#)
 - [639 North Rosemead Blvd](#)
 - [Pasadena, CA 91107](#)
 -
- **Results** – Background check results will be sent directly to a database that can only be accessed by the EMS Bureau. 3M Cogent does not have access to background check results, or make licensure determinations.