

# Instructions for Initial License Applicants

“Initial licensure” means the first time a person is licensed in New Mexico as an EMD, EMD instructor, EMS first responder, or EMT at any level who has completed a training course from an approved New Mexico training program. All NM EMT candidates are required to complete their initial licensing examination using the NREMT examination process. Once NR certification is obtained and submitted to the EMS Bureau, a NM license will be issued. IT IS PROHIBITED TO PRACTICE AS AN EMS CAREGIVER IN NEW MEXICO AT ANY LEVEL BASED SOLELY ON CERTIFICATION FROM THE NATIONAL REGISTRY OF EMT'S. Once initial licensure is obtained in New Mexico it is not a requirement to maintain National Registry 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](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. Take receipt with you to fingerprint location (see list of NM locations) provide proof of current government issued photo ID
  - e. Your fingerprints should be scanned electronically and a TCN issued
2. Fill out the application for Initial Licensure completely then print it and sign it
  - a. Make sure to include the Registration ID # from your fingerprint receipt in the indicated space
3. Attach a copy of your current National Registry card to the application
4. Attach a copy of your current government issued photo ID
5. Attach a copy of your EMT course completion certificate from an approved New Mexico training institution to your application
6. 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
7. Include fee in the correct amount for licensure level by check, money order, or purchase order (this fee is non-refundable)
8. Mail or deliver in person, the complete application packet to:

**1301 Siler Rd. Bldg. F Santa Fe, NM 87507**

Initial License Fees Payable to NM EMS Bureau

EMS First Responder	\$25.00
EMT Basic	\$65.00
EMT Intermediate	\$75.00
Paramedic	\$85.00
EMD (Dispatcher)	\$25.00
EMD Instructor	\$35.00

