

“LICENSE RENEWALS ONLY”

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 protection of the public. In fulfillment of that mission, the EMS Bureau requires all applicants up for renewal per the schedule below, to submit to a state background check (NMSA 24- 10B-2). An Authorization for Release of Information form for a New Mexico State Background check in accordance with the provisions of §24-10B-5.2 NMSA, 1978. To obtain arrest record information, a Department of Public Safety (DPS) Authorization for Release of Information form. Applicants submit this form directly to the New Mexico Department of Public Safety (DPS) fingerprint services. A statewide criminal history search will be completed.

LICENSE RENEWALS: Every licensee seeking to renew their license will be required to go through DPS and submit an Authorization for Release of Information form for a New Mexico State Background check in accordance with the provisions of §24-10B-5.2 NMSA, 1978. To obtain arrest record information, a Department of Public Safety (DPS) Authorization for Release of Information form at: https://www.dps.nm.gov/wp-content/uploads/2022/06/Authorization-for-Release-of-Info_2021.pdf must be completely filled out (legibly) and submitted to this agency for processing. In the area marked **Name of Agency = NM EMS BUREAU Address: 1301 Siler Rd Building F, Santa Fe, NM 87507**. The form must be notarized, and the fee is \$15.00 per record check, which should be a money order or cashier’s check made payable to the Department of Public Safety. The DPS must receive the authorization form with the “original” signature. With the required release and proper payment, all adult arrest records are released.

PLEASE place [NM EMS Bureau](#) for NAME OF AGENCY OR PERSON RECEIVING ARREST RECORD
The turnaround time is 7-15 working days from the date of receipt (depending on the current volumes and workload) and should only be requested by mail. Attached is the required release form, which may be duplicated. 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 backgrounds by the following alphabetical schedule:

- **Renewals due 3/31/2024; Last name A-M**
- **Renewals due 3/31/2025; Last name A-M**
- **Renewals due 3/31/2026; Last name N-Z**
- **Renewals due 3/31/2027; Last name N-Z**

