

## Bureau of EMS Application Review

*Effective September 2, 2022, the Bureau of EMS will begin requiring Louisiana State Police (LSP) federal and state criminal background checks. Please note that the criminal history report requested utilizing the LSP "Right to Review" and "Right to Disclose" documents/process dated on/after September 2, 2022, will no longer be accepted.*

All applicants applying for Initial EMT, AEMT, or Paramedic licensure or are applying for a renewal EMT, AEMT, or Paramedic license with an affirmative answer regarding criminal disclosure on the questionnaire, must complete a request for a federal and state criminal background report utilizing the forms noted below and submit to Louisiana State Police as indicated on the forms. The cost of the reports totals \$39.25 (\$26 for state background, and \$13.25 for federal background check). This includes, license advancements and previously expired licenses that are now considered initial. Please see the information below to complete the required background checks.

All applicants applying for EMR licensure with an affirmative answer regarding criminal disclosure on the questionnaire, must complete a request for a federal and state criminal background report utilizing the forms noted below and submit them to the Louisiana State Police as instructed on the forms. Please see the information below to complete the required background checks. (\$26)

### Requesting in person:

- Each applicant will need to complete the [BEMS Authorization Form](#) and the [BEMS Rap Sheet Disclosure](#) forms before entering the building.
- Payment is required at the time of service. The individual may use a debit/credit card (additional surcharge) or purchase two money orders or cashier checks in the amount of \$10 for fingerprinting and \$39.25 (\$26 for state background, and \$13.25 for federal background check) Pay to the order of Louisiana State Police.
- Each applicant is required to present a current government issues form of photo identification (i.e. driver's license, state-issued (OMV) ID, military ID, passport).

### Requesting by mail:

- Each applicant will need to complete [BEMS Authorization Form](#) and the [BEMS Rap Sheet Disclosure](#) forms.
- Include two completed FBI (form FD-258) fingerprint cards.
- Include a money order for \$39.25 (\$26 for state background, and \$13.25 for federal background check), cashier check, or business check (*Pay to the order of Louisiana State Police*).
- Mail the requested information noted above to the address on the forms.

Applications move through the following process prior to being approved:

**Pending Employment Verification** - The personnel admin for the agency (or agencies) selected within an applicant's application are responsible for approving affiliation for the application to move forward. If affiliation is denied, the application will return to incomplete for the applicant to select a different agency or to change the affiliation type to inactive.

**Pending Payment** - After an agency (or agencies) has approved the affiliation request, the applicant will receive an email confirming the affiliation approval. At this time, the applicant can log in to their account to pay the license application fees.

**Pending Review** - The license application has now entered the licensing queue and it can take up to seven business days to be reviewed. The application will be approved or returned for corrections. The applicant will receive notification of the approval or corrections requested. Corrections requested emails state the corrections needing to be made by the application prior to resubmitting the application.

The Bureau of EMS shall review and decide on an application that has been completed per the Bureau of EMS' instructions.

- If the Bureau of EMS approves the application, the Bureau of EMS will notify the applicant and issue a license.
- If the Bureau of EMS denies the application, the Bureau of EMS will notify the applicant of the reason for the denial and any appeal rights.
- Incomplete applications will not be forwarded to the review queue in the Bureau of EMS Information Management System.
- If the applicant fails to complete the application within 30 days from the date of the initial submission, the application will be canceled and license application fees will be forfeited.
- Applicants required to submit a federal and/or state criminal background check should upload a mailing receipt or receipt of payment for the criminal background check into their BEMS IMS account to obtain a "Provisional" license within 30 days from the date of submission of the completed application. Once receipt of the results of the criminal background check has been received by the Bureau of EMS and if no other additional information is required to process the application, the provisional flag will be removed.
- Should the Bureau of EMS not receive the criminal background check within 90 days from the date of submission of the completed application and upload of the mailing or payment receipt for the criminal background check, the application will be canceled and the licensing fees forfeited.
- The Bureau of EMS will not take any action on the incomplete application. To be considered further by the Bureau of EMS, the applicant shall meet the eligibility requirements and submit a new application as required.
- Applications are not reviewed or considered by the Bureau of EMS until the appropriate license fee is paid.