



Step 1: Visit <https://labems.ldh.la.gov/Login.aspx> and select "First Time User" if you have never had a Louisiana license before. If you already have an account, login or retrieve your login credentials. If your license has lapsed, you will be prompted to call the number provided. The BEMS does not answer the phone line, leave a message and they will return your phone call.

Step 2: Create a license application. Answer the questions in the application truthfully. Affiliate with Pafford EMS as your in state agency. After completing the application, submit. Your application will be approved by the LA Education manager, and then sent to the state for completion. Check the status of your application daily. Once your application is marked as "approved", you will be required to pay for your license. At this time you will be given a provisional license flag. See below for additional information.

Step 3: Applicants from outside the state must complete the reciprocity form. The form is attached in this document, and available in a fillable PDF on the homepage of the LA BEMS Portal. Follow the directions for successful completion and submit to your home state bureau of EMS office as soon as possible after submitting your EMS License application.

Step 4: All applicants must complete a FBI criminal background check as Louisiana is a compact state. Louisiana no longer offers provisional licenses as the new criminal background check process is simplified. Attached you will find instruction on how to complete the CBC.

Should you have any questions, feel free to reach out to Gavin.



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Instructions to Request a Criminal History Report For

In-State Applicants

1. Visit **<http://uenroll.identogo.com>** and enter your 6-character Service Code assigned to the Bureau of EMS **27N4S2** then click the **GO** button. You **must** enter this code when registering. If you fail to enter the code, you will not be able to proceed.
2. On the next screen, select “**Schedule or Manage an Appointment.**” Enter the requested information and select an appointment at an office location and time that is convenient for you. Enter required information and then select a date, time, and location for your appointment.
3. When you arrive at the Identogo office, your identity will be verified and your fingerprints obtained via the Livescan technology.



4. You are required to pay Identogo at the time of service. Applicants may pay by credit/debit card, check or money order. Checks can be made out to either IDEMIA or IDENTOGO.
5. Once you have completed the appointment, the fingerprints are electronically submitted to Louisiana State Police (LSP) and the criminal history report request will be processed.
6. LSP will send the results via a secure interface within approximately 3 days to the Bureau of EMS.

7. The fee for State and Federal Livescan is \$60.75. (\$55.75 for the report. If the fingerprint site is a sheriff's office, there is an additional \$5.00 fee. ****The Bureau of EMS requires a state and federal criminal history report.****
8. Occasionally the fingerprints are unclear and are rejected by the FBI and LSP's system. If this occurs, you will receive an email from Identogo/Idemia letting you know that you must reschedule an appointment and be fingerprinted again. You must use the link provided in the email to reschedule another appointment within 30 days to avoid being charged again for the fingerprinting service.
9. This new system is easy to use, however **if you have any questions, please call Identogo for assistance or to schedule an appointment at 1-844-539-5543, 6:00 am – 6:00 pm.**



Emergency Medical Services (BEMS) -USE ONLY

Fingerprint Service Code Form

Service Name: Bureau of Emergency Medical Services (BEMS)

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27N4S2

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.

Instructions to Request a Criminal History Report For

Non-Louisiana Resident Applicants

This process is for applicants outside of Louisiana but in the United States, or from a country that has an Idemia/Identogo office with the Livescan technology.

1. If you reside in a state with Identogo services, you can schedule a Livescan print, please reference the information as noted above for in-state applicants. The fee for state and federal Livescan is \$55.75 plus an additional \$39.99 convenience fee.
2. Pre-enroll for processing at <https://uenroll.identogo.com/>, and enter the unique service code **27N4S2**.
3. Use the zip-code lookup to find the most convenient location for your fingerprinting process. (see last page for acceptable forms of identification).

If no location is available within 100 miles or you do not wish to visit the identified location, there is an option to switch to card scan processing.

4. You are required to pay Identogo at the time of service. Applicants may pay by credit/debit card, check or money order. Checks can be made out to either IDEMIA or IDENTOGO.
5. If your state (or country) does not have Idemia/Identogo services you must obtain a printed fingerprint card from a local law enforcement agency and mail your prints in for card scan processing. This process is completed through the same website <https://uenroll.identogo.com/>. To mail in cards you must pay for the service online and use the shipping label provided. The Card scan service fee is \$55.75.
 - a. Choose the "Submit a Fingerprint by Mail" selection.
 - b. You will be required to pay before you can proceed. Complete the instructions, print and mail as directed.

6. Livescan results should be available results will be viewable by the Bureau of EMS through the secure interface within 3 days. Results for mailed-in cards should be available within 7 days.
7. Occasionally the fingerprints are unclear and are rejected by the FBI and LSP's system and LSP's system. If this occurs, you will receive an email from Identogo/Idemia letting you know that you must reschedule an appointment and be fingerprinted again. You must use the link provided in the email to reschedule another appointment within 30 days to avoid being charged again for the fingerprinting service.
8. This new system is easy to use, however **if you have any questions, please call Identogo for assistance or to schedule an appointment at 1-844-539-5543, 6:00 am – 6:00 pm.**



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- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
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