



General Information for EMT Applicants

San Mateo County EMS Agency (EMS) certifies State of California EMT- I applicants in accordance with Division 2.5 of the Health and Safety Code and the [California Code of Regulations Title 22](#). EMT certification is recognized statewide.

Please see the **EMT-I Initial Certification Checklist** (page 2) for a list of requirements for certification through San Mateo County.

How to Apply

UPDATED HOURS FOR IN-PERSON APPLICATION

****Effective 3/16, EMT in-person application hours will be limited to Fridays, 8:00 AM – 10:00 AM. No appointment is necessary. Initial/first-time certification applicants MUST apply in person.**

Address: 801 Gateway Blvd., 2nd Floor, South San Francisco, 94080. Upon arrival, applicants may proceed directly to the 2nd floor, and check in there.

Those who have **previously certified** in San Mateo County are strongly encouraged to **apply by mail** or **email**.

Mail: San Mateo County EMS Agency
Attn: EMT Applications
801 Gateway Blvd., Ste. 200
South San Francisco, CA 94080

Email: ems@smcgov.org
Subject: EMT Applications

For more information, please visit www.smchealth.org/ems, or contact us by phone at (650) 573-2564.



EMT Initial Certification Checklist – What You Will Need to Bring

Applicants **MUST** bring to the appointment copies of **ALL** items listed. Incomplete application packets without copies of documents listed and/or do not include payment will **NOT** be accepted.

<input type="checkbox"/>	COMPLETED AND SIGNED San Mateo County EMT Application (Page 3)
<input type="checkbox"/>	COPY of a current government-issued photo ID (e.g. state driver license, state ID card, U.S. Passport)
<input type="checkbox"/>	COPY of a pre-submitted DOJ/FBI Live Scan request using the San Mateo County Live Scan Request Form (Page 6) NOTE: Live Scan requests are performed by third-party Live Scan agencies. San Mateo County EMS does NOT perform Live Scan requests for applicants. A list of third-party providers can be found here: https://oag.ca.gov/fingerprints/locations . San Mateo County EMS does NOT accept live scans more than one-year old, or those conducted through other agencies and/or counties.
<input type="checkbox"/>	COPY/COPIES of one (1) of the following certificates/licenses (circle all that apply): <ol style="list-style-type: none">1. Current and valid National Registry EMT registration certificate (NREMT card); or2. Current and valid out-of-state or National Registry Advanced EMT (EMT-Intermediate) or Paramedic certificate; or3. Current and valid California Advanced EMT or EMT-II certification or a current and valid California Paramedic license.
<input type="checkbox"/>	COPY of EMT-I Training Program/School Course Completion Certificate
<input type="checkbox"/>	COPY of a current BLS for Healthcare Provider AED/CPR card
<input type="checkbox"/>	CREDIT CARD PAYMENT of \$125 (Discover and AMEX not accepted). EMS can process most debit cards as a credit transaction.

Live Scan Background Check Information & Instructions

BACKGROUND

All applicants for San Mateo County EMS Agency EMT certification must submit fingerprints for a criminal history background check. This includes all initial/first-time EMT applicants and/or those whose last certification was through another county.

Live Scan background checks for EMT include California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Fingerprinting is done using “Live Scan” technology and uses computer images to send fingerprints immediately to the DOJ and FBI.

All initial/first-time certification applicants, and those whose most recent certification is through another county MUST complete a DOJ and FBI Live Scan background check using the San Mateo County Live Scan Request form (see attached for form).

Live Scans completed through the DMV for ambulance drivers license, or other agencies are **NOT** accepted.

GETTING THE LIVE SCAN FORM

Those applying through San Mateo County **MUST** use the San Mateo County form (attached). We recommend that applicants print three copies, one for the Live Scan agency, one to attach with your EMT application and one for your own records. The forms should be completed prior to arriving for your Live Scan appointment.

LIVE SCAN AGENCIES

Live Scan requests are performed by third-party Live Scan agencies. A list of third-party providers can be found here: <https://oag.ca.gov/fingerprints/locations>. The list includes hours of operation, cost, whether or not an appointment is necessary, and method of payment. San Mateo County EMS does **NOT** perform Live Scan requests.

PRIVACY GUARANTEE

Privacy and confidentiality of criminal history record information is the responsibility of the EMS Agency.

IF YOU HAVE A CONVICTION/CRIMINAL HISTORY

Conviction of a crime does not necessarily mean that an applicant will be denied certification. The appropriate EMS staff, along with the county legal department if appropriate, will review each case where the applicant has a criminal conviction. Decisions will be based on applicable state statutes and regulations, and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition, an EMT certificate may be suspended or revoked based on criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution can expect a delay in the processing of their application. For us to process your application, you must submit a letter explaining the case and copies of the final court docket/disposition which will help us in the decision process.

Live Scan Background Check Information & Instructions

Complete the fields on the Live Scan request form as listed below. If you are using the form from our website, some of this information is already completed:

APPLICANT SUBMISSION SECTION

ORI:	A1274
Authorized Applicant Type:	Emergency Medical Technician License/Certification
Agency Authorized to Receive:	San Mateo County EMS Agency
Mail Code (five-digit code assigned by DOJ):	04360
Street No. Street or P.O. Box:	801 Gateway Blvd., Ste. 200
Contact Name:	N/A
City:	South San Francisco
State:	CA
Zip Code:	94080
Contact Telephone Number:	(650) 573-2564

APPLICANT INFORMATION SECTION

Name of Applicant:	Enter your last name, first name and middle initial
Other Name (AKA or Alias):	Enter any other names you've used
Date of Birth:	Enter your date of birth
Sex:	Check the appropriate box
Driver's License Number:	Enter your California Driver's License number
Height:	Enter your height (feet and inches)
Weight:	Enter you weight
Eye Color:	Enter your eye color
Hair Color:	Enter your hair color
Place of Birth:	Enter you place of birth
Social Security Number:	Enter your social security number
Home Address:	Enter your home street address, city, state and zip

EMPLOYER SECTION

Employer Name:	EMSA
Mail Code:	02531
Address:	10901 Gold Center Drive, Suite 400
City:	Rancho Cordova
State:	CA
Zip:	95670
Telephone Number:	(916) 322-4336

****DO NOT COMPLETE ANY OTHER FIELDS ON THE FORM****

(If the form is filled out incorrectly, DOJ may reject it, requiring the background check to be repeated, including additional fees.)



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1274		Emergency Medical Technician License/Certification
ORI (Code assigned by DOJ)		Authorized Applicant Type
EMT-I Certified		
Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)		
Contributing Agency Information:		
San Mateo County EMS Agency		04360
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)
801 Gateway Blvd., Ste. 200		Contact Name (mandatory for all school submissions)
Street Address or P.O. Box		
South San Francisco	CA	94080
City	State	ZIP Code
		(650) 573-2564
		Contact Telephone Number

Applicant Information:

Last Name		First Name	Middle Initial	Suffix
Other Name (AKA or Alias) Last		First	Suffix	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number		
Height	Weight	Eye Color	Hair Color	Billing Number
		APPLICANT TO PAY (Agency Billing Number)		
Place of Birth (State or Country)		Misc. Number		
		(Other Identification Number)		
Home Address		City		
Street Address or P.O. Box		State		
		ZIP Code		

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Emergency Medical Services Authority		02531
Employer Name		Mail Code (five digit code assigned by DOJ)
10901 Gold Center Drive, Ste. 400		
Street Address or P.O. Box		
Rancho Cordova	CA	95670
City	State	ZIP Code
		+1 (911) 632-2433
		Telephone Number (optional)

Live Scan Transaction Completed By:

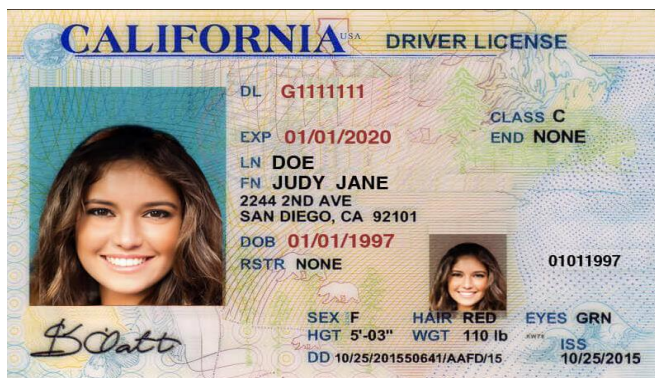
Name of Operator		Date	
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed

Preparing Documents for Application Submission

Documents must be legible, and in a high-resolution color format to be accepted. See below for examples:

Current Government-issued Photo ID

State Driver's License, State ID card, Military ID card, or US passport accepted



Documentation of EMT Education/Training

Current and active NREMT, NREMT Advanced or NREMTI Paramedic card/certificate accepted



EMT-I Training Program

Certificate of Completion

EMERGENCY MEDICAL TECHNICIAN PROGRAM

Program Dates:
August 17, 2015 to September 11, 2015
I Hereby Affirm That

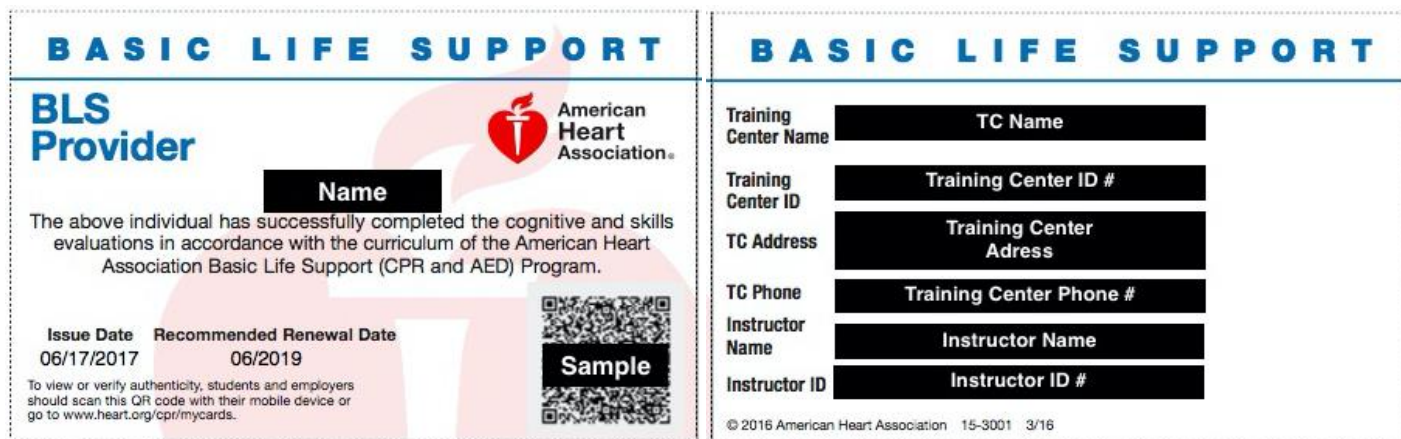
Judy J. Doe

HAS SUCCESSFULLY COMPLETED A 200-HOUR TRAINING PROGRAM (2009 NATIONAL EMS EDUCATION STANDARDS) MEETING ALL THE EDUCATIONAL REQUIREMENTS OF THE U.S. DEPARTMENT OF TRANSPORTATION, THE NATIONAL
REGISTRY OF EMTs. SUCCESSFUL COMPLETION INCLUDES DEMONSTRATION OF SKILLS COMPETENCY IN THE AREAS USED FOR
NATIONAL REGISTRY PRACTICAL SKILLS EXAMS, WHICH INCLUDE: TRAUMA ASSESSMENT, MEDICAL ASSESSMENT, SPLINTING, AED,
SPINAL IMMOBILIZATION, AND OXYGEN THERAPY.

Instructor Coordinator

Current BLS Level AED/CPR Card/Certificate

Front and backside of a current/non-expired card, or completion certificate with instructor name and ID accepted



Example: Pre-submitted Live Scan Request Form

DOJ/FBI Live Scan must be completed using the **San Mateo County Live Scan Request Form**



STATE OF CALIFORNIA
BCIA 8016
(Rev. 02/2018)

DEPARTMENT OF JUSTICE
PAGE 1 of 1

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1274
ORI (Code assigned by DOJ) Emergency Medical Technician License/Certification
Authorized Applicant Type

EMT-I Certified
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

San Mateo County EMS Agency 04360
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)
801 Gateway Blvd., Ste. 200
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
South San Francisco CA 94080 (650) 573-2564
City State ZIP Code Contact Telephone Number

Applicant Information:

DOE JANE J
Last Name First Name Middle Initial Suffix
Other Name (AKA or Alias) Last First Suffix
01/01/1997 Sex ☐ Male ☒ Female Driver's License Number
5'03" 110 GRN RED Billing
Height Weight Eye Color Hair Color Number APPLICANT TO PAY
SAN DIEGO XXX-XX-XXXX (Agency Billing Number)
Place of Birth (State or Country) Social Security Number Misc.
Number (Other Identification Number)
Home 2244 2ND AVE SAN DIEGO CA 92101
Address Street Address or P.O. Box City State ZIP Code

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Emergency Medical Services Authority 02531
Employer Name Mail Code (five digit code assigned by DOJ)
10901 Gold Center Drive, Ste. 400
Street Address or P.O. Box +1 (911) 632-2433
Rancho Cordova CA 95670
City State ZIP Code Telephone Number (optional)

Live Scan Transaction Completed By:

Joe Johnson 01/01/2019
Name of Operator Date
Joe's Live Scan Biz 0000000000000000 \$100.00
Transmitting Agency LSID ATI Number Amount Collected/Billed

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency