Steps to apply for Initial EMS Personnel Licensure in Georgia

**Detailed Steps listed on DPH OEMS Licensing Webpage:** [https://dph.georgia.gov/ems-personnel-licensure](https://dph.georgia.gov/ems-personnel-licensure)

**TOTAL COST FOR Fingerprinting & License Application:** $124.25 - $135.00 (plus $2.25 beginning 8/2/2020)

### Step 1: Complete Fingerprint Background Check Applicant Registration

- All applicants MUST use the Georgia Applicant Processing Service (GAPS) for the submission of your fingerprint-based criminal history records check. The department does **not** accept criminal history reports from the applicant or other sources.
- Detailed steps on how to register for GAPS on Licensing Webpage
- **COST (Paid to GAPS)**
  - $49.25 (if fingerprinted in GA) ($51.50 as of 8/2/2020)
  - $57.25 (if mailing fingerprint card) ($59.50 as of 8/2/2020)

### Step 2/3: Apply on LMS for EMS License ([www.mygemsis.org/lms](http://www.mygemsis.org/lms))

- **Gather** your documents and have them scanned onto your computer as PDF files (Details of Acceptable documents for each are on Licensing Webpage) – these will be uploaded into the Application on LMS:
  - Certs: CPR Card & ACLS Card (Paramedics)
  - Verification of Lawful U.S. Residency form (must be notarized)
    - If you are not a U.S. Citizen, additional documents are required
  - Verifiable Document (Driver’s License/Passport/etc)
- **Submit** and pay for application on LMS ([www.mygemsis.org/lms](http://www.mygemsis.org/lms))
  - Choose and complete/submit correct application (under Applications)
    - **Fully Nationally Registered** (you have passed cognitive & psychomotor exam) or have current ATP
      - Use application entitled Initial EMT License, Initial AEMT License, or Initial Paramedic License
    - **Provisionally Nationally Registered** (you have passed ONLY cognitive exam)
      - Use application entitled Provisional License Application – EMT, Provisional License Application – AEMT, or Provisional License Application - Paramedic
  - **Pay Non-Refundable Application Fee**
    - $75 Application Fee (process is **much** slower if mailed)
    - $2.75 Additional Fee for Credit/Debit

### Step 4: Get Fingerprinted after OEMS clears you in GAPS

- OEMS will clear you in GAPS to get fingerprinted once we have a correct, completed/submitted and paid for License application in LMS
- Detailed steps on how to get fingerprinted are emailed to you & are on Licensing Webpage (must be completed within 30 days after OEMS clears you for fingerprinting)

### NOTES

- DPH Website-Licensing Information: [https://dph.georgia.gov/ems-personnel-licensure](https://dph.georgia.gov/ems-personnel-licensure)
- Have ALL of your documents and your available funds READY to go BEFORE you start this process.
- **READ AND FOLLOW ALL INSTRUCTIONS** carefully – if the instructions aren’t followed carefully, the licensing process is delayed.
- **CHECK YOUR EMAILS AND READ THEM** carefully. Emails will come to you from GAPS/LMS/OEMS – this is official communication, so please check your emails, read them, and follow any instructions carefully.
- **Applicants must complete this process themselves** – agencies are **NOT** permitted to apply for a student/applicant. Agencies may **guide** the applicant, but the actual application must be completed **by the applicant**.
- You must have current NREMT (provisional or full) or current ATP **BEFORE** you start this process!