

UTAH BUREAU OF EMS

Ambulance Vehicles

Add a New Vehicle to Agency Application



Purpose:

- Provide a step by step guide for adding a new ambulance vehicle on the Utah BEMS website.
- For EMS service directors, fire chiefs, and operations staff.

Additional Information

You can access the BEMS online system by visiting emslicense.utah.gov

- This application can only be filled out by *service directors, alternate service directors, training officer, alternative training officer, EMS medical operations officer, and data manager/ Elite admin.*
- These roles must be assigned in the BEMS online system by the Utah Bureau of EMS staff
- If you do not have these permissions, contact Tami Goodin at tgoodin@utah.gov.

Only one vehicle can be added per application

Before the vehicle can be put into service, the agency will need to pay for the application and schedule an inspection with BEMS staff. BEMS staff will be notified by the system when the vehicle is ready for inspection.

How to Add a New Vehicle to Agency

1. Navigate to emslicense.utah.gov.
2. Login using your username and password.

The screenshot shows the login page for the Utah Bureau of Emergency Medical Services Licensing & Certification System. The page has a dark blue header with the Utah DPS logo on the left and the system name on the right. Below the header, there is a white box containing the login form. On the left side of the white box, there is a sidebar with links for "Account Login", "Education", and "Lookup". The main content area of the white box contains a welcome message, an attention notice, and a login form. The login form has fields for "Username" and "Password", with "Forgot Username?" and "Forgot Password?" links below them. There is a "Login" button and a "Create Account" link. A "Show" checkbox is next to the password field. The footer of the page shows the copyright notice "© 2024 ImageTrend, Inc."

3. Click on the Applications tab on the left hand side of the screen.

Grumpy Cat | Logout

My Account

If you have already started an application, but you have not submitted it to the Utah Bureau of EMS, please navigate on the left menu under Applications > Continue to view your application in process.

For more detail about any item, click the links on this page or in the left menu.

Grumpy Cat
AEMT
Number: 1234Grumpy
Issued: 09/18/2024
Expiration: 09/30/2026
[Generate Card](#)

4 Forms pending completion
6 Items waiting in [checkout](#)
2 Applications to be reviewed

4. Under the Start sub- tab, find the View All Agency Applications link.

Grumpy Cat | Logout

Start Applications

Click "View all Personnel Applications" link for EMS professional licensure

Click one of the "View All Agency Applications" link to view the service licenses, designations and permits on behalf of the agency you work for. If you are affiliated with more than one agency, use the drop down menu to select the appropriate agency

Personnel Applications

Cat, Grumpy iMeow (1234Grumpy)

Current Certification
AEMT
Issue Date: 09/18/2024
Expiration Date: 09/30/2026

All Applications
[View All Personnel Applications](#)

Agency Applications

Filter by Agency:

Agency Test - Primary License # 11111 (bloppy)
123 Street #4, Salt Lake City, Utah, 84105
Paramedic -- Issued: 03/09/2022 -- Expires: 12/31/2025

Current Certification
Paramedic
Issue Date: 03/09/2022
Expiration Date: 12/31/2025

All Applications
[View All Agency Applications](#)

[Privacy - Terms](#)

Continued on the next page

- If you are affiliated with multiple agencies, use the drop down menu to select the agency that you are wanting to remove vehicles from.
- Select the Add a New Vehicle to Agency application by clicking on the Apply Now button.

My Applications | Agency Applications

Filter By Agency: Agency Test - Primary License # 11111 (bloppy) ▼

Agency Test - Primary License # 11111 (bloppy)
 123 Street #4, Salt Lake City, Utah 84105
 Paramedic -- Issued: 03/09/2022 -- Expires: 12/31/2025

Applications	Action
Agency License and Designation Application Initial licensure and Re-licensure of Ground Ambulance, Paramedic Services, or Designated Services.	Apply Now
Vehicle Permit Renewal Apply for a permit for a ground ambulance, interfacility transfer ambulance, or a quick response vehicle here.	Apply Now
Remove Vehicle from Agency Use this application if you want to remove one or more vehicle from your agency.	Apply Now
Upgrade or Downgrade a Vehicle Use this application if you are upgrading or downgrading your vehicle's license level.	Apply Now
Add New Vehicle to Agency Use when your agency needs a permit for a brand new vehicle.	Apply Now

- Scroll to the Vehicle Addition section and click on the Action to Take drop down menu.
- Select Add record to service from the drop down menu.
- To the far right of the Vehicle field, click the green plus symbol, vehicle information fields will appear.

***Action to take**

Add record to the service ▼

This is the action that will be taken within the service for the Vehicle you select below.

***Vehicle**

Find +

- Fill out the following fields:
 - Vehicle**- this is the serial number for the vehicle. This cannot be edited once the vehicle has been created in the system. Leave this field blank, it will automatically fill itself out once the vehicle has been approved.
 - Primary Certification Level**- the level the vehicle is equipped for. This level cannot exceed the level the agency is licensed or designated at.
 - Serial number**- will contain the license or designation number followed by the license plate number.
 - Example: 1234-abc123
 - Unit number**- will be the exact same as the serial number
 - Call sign or agency assigned number**- how the agency identifies the vehicle
 - Vehicle license plate number**- include the EX
 - VIN**- Vehicle identification number
 - State of registration**- where the vehicle is registered
 - Make, Model, and year**

- **Type of ambulance**- ground ambulance, quick response vehicle, or other
- **Vehicle speciality**- Related to the level of the vehicle
- **Apparatus use**- is the vehicle also utilized for fire fighting or technical rescue
- **Location**- select the location where the vehicle is typically staged

11. Use the Number of vehicles section to verify what kind of vehicle you are adding.

▼ Number of Vehicles

Verify the number of vehicles using this list. This list is not editable.

EMT Quick Response Vehicle

1

12. Enter in the mailing information for the permit.

▼ Mailing Information

*First Name

Grumpy

*Last Name

Cat

*Mailing Street Address

1234 Test Ave

Secondary Street

*City

Taylorsville

*Zip

84123

*Phone Number

801 555 5555

*Place of Employment (Agency)

Test Agency

13. Click Submit once the application has been completed

- If you need to finish the application at a later time, you can click the save button at the bottom of the screen

Save

Submit

How to Pay for New Vehicle Permit


Once the application is ready, click the Submit button at the bottom of the page

Payment must be received before the application will be processed and permits sent. BEMS staff will notify you once payment has been applied to the application.

1. Once you submit your application, you will automatically be sent to the Checkout tab. You will not be able to pay right away.
 - a. You will receive an email from BEMS staff once the fee has been applied.
 - b. If you cannot pay for the application right away, you can always come back at a later time. Login to the system, go to the Applications tab, and then click the Checkout sub tab.
 - c. Payment is based upon the type of vehicle and the state fee schedule.
2. Look for Add New Vehicle to Agency fee in the list.
 - a. If multiple applications are submitted, you will see their payments listed. You can always deselect by clicking on the check mark boxes

<input checked="" type="checkbox"/> License	Agency	Application Date	Total Amount	Balance Due
<input type="checkbox"/> Upgrade or Downgrade a Vehicle	Agency Test - Primary License # 11111	12/26/2024	\$135.00	\$135.00
<input checked="" type="checkbox"/> Add New Vehicle to Agency	Agency Test - Primary License # 11111	12/26/2024	\$135.00	\$135.00
<input type="checkbox"/> Inspection		Date	Total Amount	Balance Due
<input type="checkbox"/> TEST123456789		07/03/2024	\$100.00	\$100.00
<input type="checkbox"/> TEST123456789		07/02/2024	\$100.00	\$100.00
<input type="checkbox"/> lkjlkjlkjlkjlkj		02/07/2019	\$900.00	\$900.00
<input type="checkbox"/> TEST123456789		07/03/2024	\$165.00	\$165.00
Totals:			\$135.00	\$135.00



 Pay Now

3. Click the Pay Now button and follow the prompts to submit payment