

UTAH BUREAU OF EMS

Ambulance Vehicles Permit Renewal Guide



Purpose:

- Provide a step by step guide for ground ambulance, air ambulance, and behavioral health vehicles permitting 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 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.

How to Fill Out Permit Renewal Application

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 navigation menu with "Account Login", "Education", and "Lookup". The main content area contains a welcome message and an attention notice. The login form includes fields for "Username" and "Password", with links for "Forgot Username?" and "Forgot Password?". There is a "Show" checkbox next to the password field, a "Login" button, and a "Create Account" link. The footer of the page indicates the copyright year 2024 for ImageTrend, Inc.

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

The screenshot shows the 'My Account' page. On the left sidebar, the 'Applications' tab is highlighted with a red circle. The main content area has a header 'My Account' and a red notification: '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.' Below this is a 'Grumpy Cat' profile card with details: AEMT, Number: 1234Grumpy, Issued: 09/18/2024, Expiration: 09/30/2026, and a 'Generate Card' button. To the right, a summary box shows: 4 Forms pending completion, 6 Items waiting in checkout, and 2 Applications to be reviewed. At the bottom, there is a 'Login to Elite' button with a double arrow icon.

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

The screenshot shows the 'Start Applications' page. The left sidebar has the 'Start' sub-tab highlighted with a red arrow. The main content area has a header 'Start Applications' and a sub-header 'Personnel Applications'. Below this, there is a card for 'Cat, Grumpy iMeow (1234Grumpy)' with a 'Current Certification' section showing 'AEMT' and 'Issue Date: 09/18/2024'. To the right of this card is an 'All Applications' button with the text 'View All Personnel Applications'. Below the personnel section is an 'Agency Applications' section with a 'Filter by Agency' dropdown menu set to 'Agency Test - Primary License # 11111 (bloppy)'. Underneath, there is a card for 'Agency Test - Primary License # 11111 (bloppy)' with a star icon and address '123 Street #4, Salt Lake City, Utah, 84105'. The 'Current Certification' section shows 'Paramedic' and 'Issue Date: 03/09/2022'. The 'All Applications' button in this section is circled in red and contains the text 'View All Agency Applications'. A 'Privacy - Terms' link is visible in the bottom right corner.

Continued on the next page

5. If you are affiliated with multiple agencies, use the drop down menu to select the agency that you are wanting to renew vehicle permits.
6. Select the Vehicle Permit Renewal 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, interfacility, air, and behavioral health vehicles.	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

7. The first section provides information regarding ambulance vehicle permits. The name of the agency and the service number will be listed. This is not editable. If you selected the wrong agency, contact BEMS staff to help you.

Vehicle Permit Renewal Application Form

Vehicle List | Documentation

Instructions

 **Vehicle Permit Renewal Instructions**
 Bureau of Emergency Medical Services

To ensure that emergency medical service vehicles are adequately staffed, safe, maintained, properly equipped, and safely operated, the Bureau of EMS requires vehicles to obtain a permit under Utah Administrative Code 53-2d-404. Fill out this application fully and accurately.

If you need to add a new vehicle, use the Add a New Vehicle to Agency application on the Service Applications page.

In order to complete this application you will need the following documents:

- A list of each EMS personnel that have completed an emergency vehicle operator course, 53-2d-404(1)(b).
- Self-inspection forms for each vehicle for the agency (submitted as one document) or a signed letter on a department letterhead from the fire chief or EMS service director.

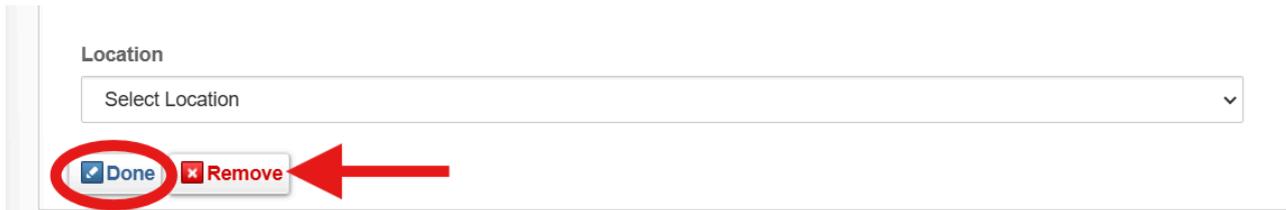
To pay for this application, the application must be submitted first. Payment will be determine on the number and type of vehicles for the agency. Verify the number of each vehicle type at the bottom of the first page. An email with instructions on how to pay for the fees will be sent once this application has been submitted.

Name
 Agency Test - Primary License # 11111

Service Number
 bloppy

8. Review the list of vehicles and ensure all the agencies' vehicles are listed.
 - a. If a vehicle needs to be added, please use the Add New Vehicle to Agency Application back on the service application page (not this form).

11. Once a vehicle has been updated, click the Done button at the bottom of the vehicle's page
 - a. Click Save to update without moving to the next page.
 - b. You can remove a vehicle from the agency by opening the vehicle information page, scroll to the bottom of the page, and click the Remove button.

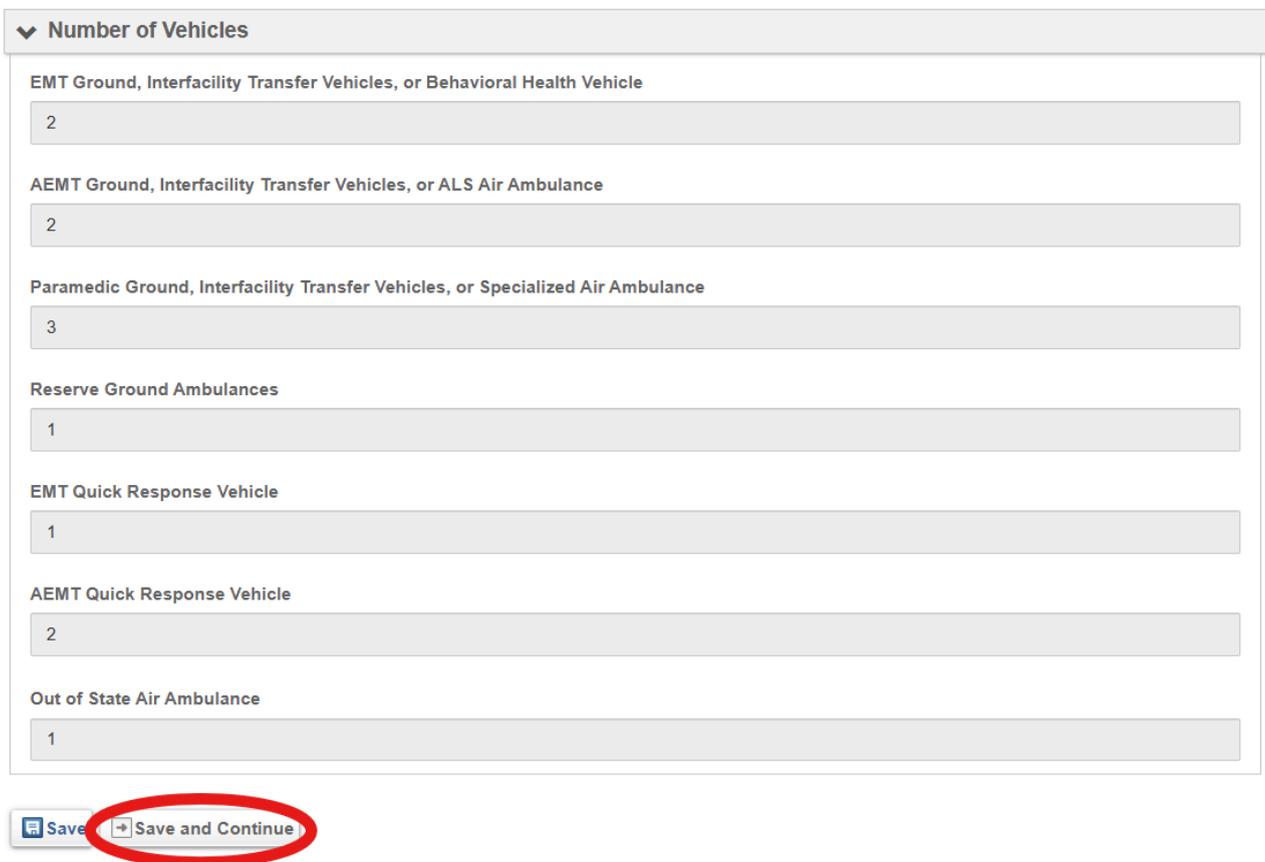


Location

Select Location

Done Remove

12. The bottom of the page is a counter for each license level and the number of vehicles affiliated with your agency. Use this to verify the number of vehicles.
 - a. If your agency has a fleet over 20, this counter will not appear on the page.



Number of Vehicles

EMT Ground, Interfacility Transfer Vehicles, or Behavioral Health Vehicle

2

AEMT Ground, Interfacility Transfer Vehicles, or ALS Air Ambulance

2

Paramedic Ground, Interfacility Transfer Vehicles, or Specialized Air Ambulance

3

Reserve Ground Ambulances

1

EMT Quick Response Vehicle

1

AEMT Quick Response Vehicle

2

Out of State Air Ambulance

1

Save Save and Continue

13. Continue to the next page by clicking Save and Continue.

14. Emergency vehicle operators course- upload a file with a confirmation of which personnel have completed an emergency operators course.

a. A spreadsheet or a roster can be uploaded.

Emergency vehicle operators course

Agencies must show which EMS personnel have successfully completed an emergency vehicle operators course in accordance with 53-2d-404(1)(b). Upload documentation supporting operators EVO certifications. This can be a spreadsheet with certification dates.

***Upload EVO information here**

Name

EVO_Certificates

15. The agency must select the most applicable radio button to confirm they have conducted a self inspection of each vehicle.

a. You may add any additional comments that you believe are relevant to the vehicle inspections.

16. Upload a letter attesting to the self inspections or the self inspections checklist

Vehicle Self Inspection Checklist

I confirm that the agency has completed the self-inspection checklist for the fiscal year and have reviewed all items in the checklist. Please indicate compliance status below:

***Inspection Items**

All items checked and compliant

All items checked with noted discrepancies (see comments)

Comments/Discrepancies. Note anything found during self-inspection

***Attach a file with either a letter or self-inspection**

Name

17. Fill out the mailing information section to receive permit stickers

18. Attestation Statement requires you input your username and password

19. Put today's date

Attestation Statement

I, the undersigned, attest that the self-inspection was performed thoroughly and accurately. I acknowledge that any inaccuracies or omissions may lead to corrective actions. Submit below.

If a falsification of records has occurred in accordance with Utah Code 76-5-1302 and Utah Administrative Rule R911-5-1302(j)(k), BEMS may take action against the agency's license or designation.

***Digital Signature**

Username: GCat

Password:

***Date**

mm/dd/yyyy

*Date

mm/dd/yyyy  Today 

How to Pay for Vehicle Permits

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.

1. Once you submit your application, you will automatically be sent to the Checkout tab
 - a. 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.
 - b. The application will automatically tally the total amount for the application. Payment is based upon the type of vehicle and the state fee schedule.
 - c. If an agency has more than 20 vehicles, a flat fee will be applied to the application based on the state fee schedule
2. Look for the Vehicle Permit Renewal 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
3. Click the Pay Now button and follow the prompts to submit payment

NOTE: Payment can be skipped at this time if your agency, school, training officer or course coordinator pays your fees, but you will not be issued a license (or blood alcohol permit) until payment and, if required, a background check are complete.

<input checked="" type="checkbox"/> License	Agency	Application Date	Total Amount	Balance Due
<input type="checkbox"/> EMT Application		12/20/2024	\$110.25	\$110.25
<input type="checkbox"/> Agency License and Designation Application	Agency Test - Primary License # 11111	10/11/2024	\$135.00	\$135.00
<input checked="" type="checkbox"/> Vehicle Permit Renewal	Agency Test - Primary License # 11111	12/26/2024	\$1820.00	\$1820.00
<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:			\$1820.00	\$1820.00