

UTAH BUREAU OF EMS

Ambulance Vehicles

Remove Vehicle from Agency Application



Purpose:

- Provide a step by step guide for removing an 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.

How to Fill Out Remove Vehicle Application

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

The screenshot shows the login page of the Utah Bureau of Emergency Medical Services Licensing & Certification System. The page has a dark blue header with the Utah Bureau of EMS 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 three links: "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 links for "Forgot Username?" and "Forgot Password?". There is also a "Show" checkbox next to the password field. Below the login form is a "Login" button and a "Create Account" link. The footer of the page contains 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

[Login to Elite](#)

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) ▼

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 Remove Vehicle from Agency application by clicking on the Apply Now button


Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.

Note: Only certain positions in an Agency can apply for Service Applications.

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
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

- Use the Vehicle List to identify which vehicle to remove from the list
- Click the pen and paper icon to select the vehicle you want to remove

Vehicle List

How to use this application:

- Review the list of vehicles, identify which vehicle needs to be removed
- Click the pen and paper symbol to the left of the vehicle
- Scroll to the bottom of the information page and press the Remove button
- Review and verify all information is correct
- Once you have removed the desired vehicle(s), submit the application at the bottom of the page

Vehicle	BEMS Agency license number- Vehicle license plate (without EX included)	BEMS Agency license number- Vehicle license plate (without EX included)	Call sign or agency assigned number	Vehicle license plate (EX Included)	VIN number (vehicle identification number off of registration)	State of Registration (Utah or other)	Make	Model
 99999	999999	99	66	Reg Num	DMV Num	Utah	Ford	Mustang
 867509999	867509999	EX 867509999	TestTest	EX TestTest	TestTestTestTestTestTestTestTestTestTest	Colorado	Bell	Test
 Test-123456789	Test-123456789	Test-123456789	Ambulance 502	1234 56789 EX	77777777	Utah	Dodge	Challenger

- Once selected, scroll down the page until you see the vehicle information

10. To remove the vehicle, select the Remove button

Primary Certification Status

Active

Location

Select Location

Done Remove

Submit

- a. You will be prompted to verify the vehicle you want to remove
- b. If you selected the wrong vehicle, click the Done button

11. Once you have removed the desired vehicles, click the Submit button at the bottom of the list

ID	Name	State	Make	Model	Year	Type
testkate123456789testkate123456789testkate123456789test1	123 abc ex	123456789	Utah	Smeal	smegal	1994 Reserve Ambulance N

Submit

Once the application is submitted, you are done! No further action is required