

# 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](http://emslicense.utah.gov)

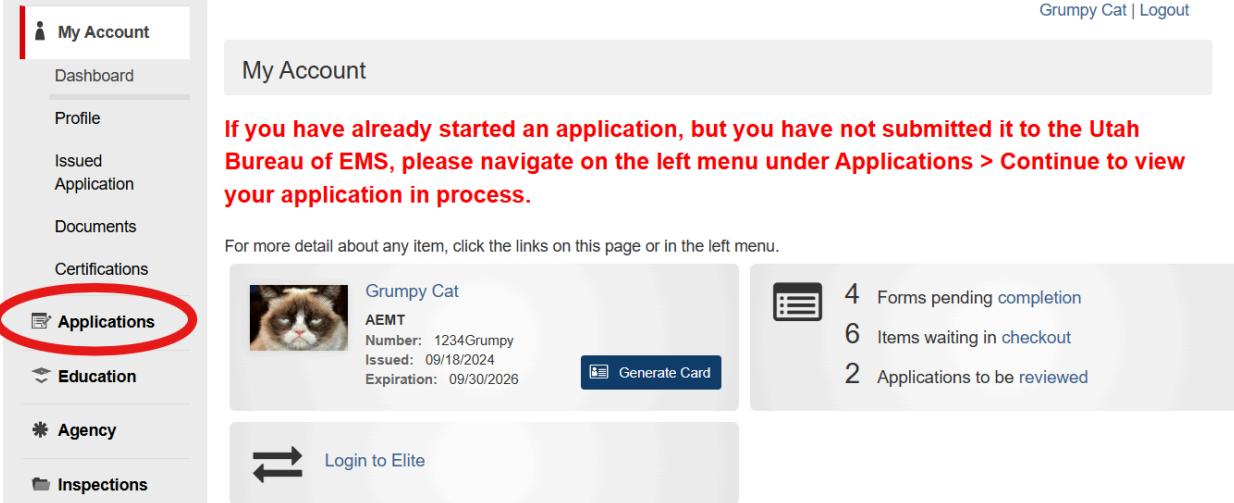
- This application can only be filled out by *service directors, alternate service directors, training officer, alternative training officer, EMS medical operations officer, and data manager/ Elite admin.*
- These roles must be assigned in the BEMS online system by the Utah Bureau of EMS staff
- If you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

## How to Fill Out Remove Vehicle Application

1. Navigate to [emslicense.utah.gov](http://emslicense.utah.gov)
2. Login using your username and password

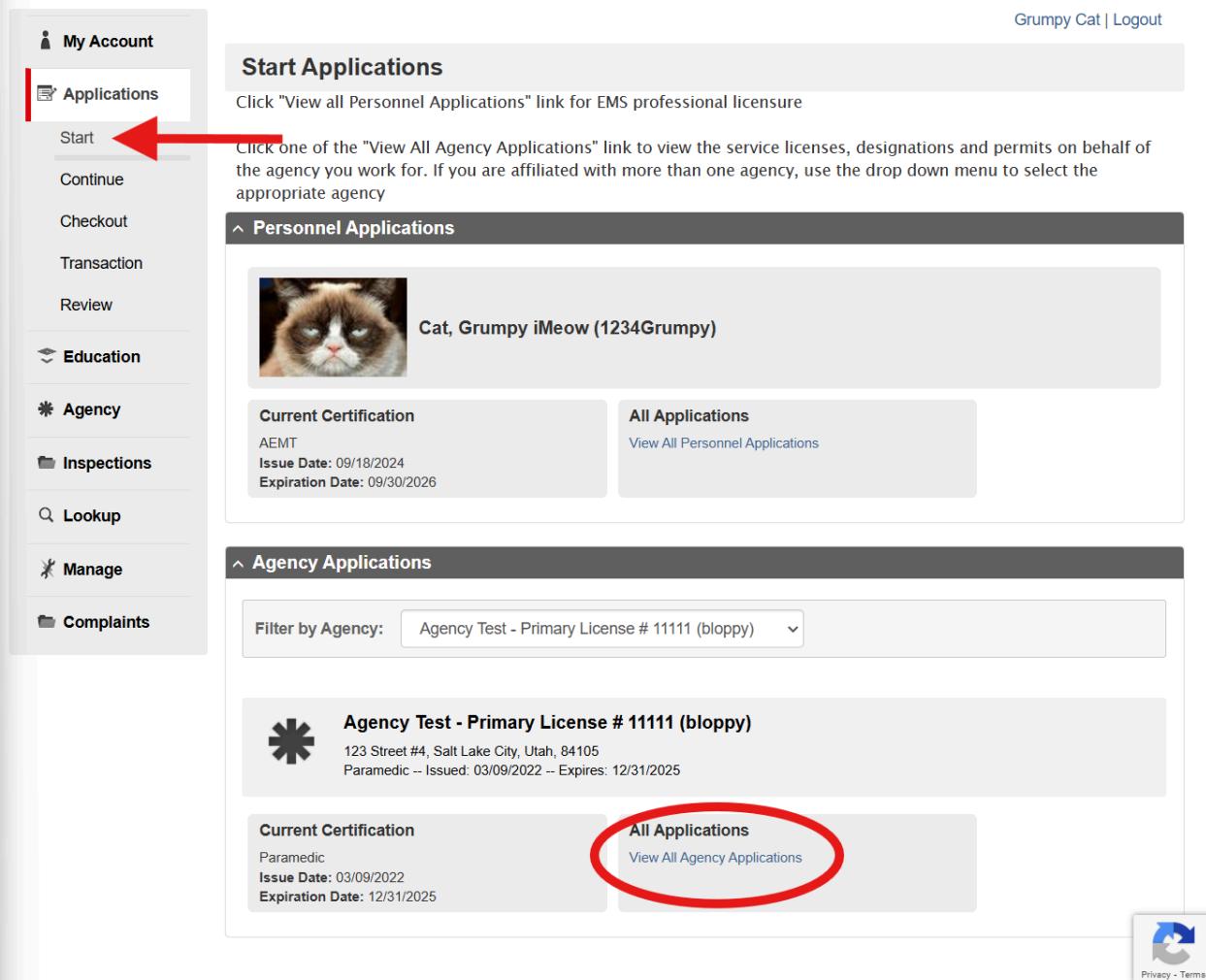
A screenshot of the Utah Bureau of Emergency Medical Services Licensing & Certification System. The page features a dark blue header with the DPS seal on the left and the text "Utah Bureau of Emergency Medical Services Licensing & Certification System" on the right. Below the header is a light gray sidebar with links for "Account Login", "Education", and "Lookup". The main content area has a white background. It includes a welcome message: "Welcome to the Bureau of Emergency Medical Services Licensing & Certification System! Please login below to start or continue an application." Below this is a red "ATTENTION" message: "If you have previously licensed or certified in the state of Utah, you have an account in this system. Use the Forgot Username link below to obtain your account information." A "Login" form is centered on the page, containing fields for "Username" and "Password", a "Forgot Password?" link, and a "Show" checkbox. At the bottom of the form are "Login" and "Create Account" buttons. At the very bottom of the page, a small copyright notice reads "© 2024 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, a vertical menu lists 'My Account', 'Dashboard', 'Profile', 'Issued Application', 'Documents', 'Certifications', 'Applications' (which is circled in red), 'Education', 'Agency', and 'Inspections'. The main content area is titled 'My Account' and contains a red warning message: '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, a note says 'For more detail about any item, click the links on this page or in the left menu.' A card for 'Grumpy Cat' is shown 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 is a 'Login to Elite' button.

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



The screenshot shows the 'Start Applications' page. The left sidebar has 'Applications' selected and 'Start' highlighted with a red arrow. The main content area is titled 'Start Applications' and says 'Click "View all Personnel Applications" link for EMS professional licensure'. It then says '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'. Below this, the 'Personnel Applications' section shows 'Cat, Grumpy iMeow (1234Grumpy)' with a photo, current certification (AEMT, issued 09/18/2024, expires 09/30/2026), and a 'View All Personnel Applications' link. The 'Agency Applications' section shows 'Agency Test - Primary License # 11111 (bloppy)' with a photo, address (123 Street #4, Salt Lake City, Utah, 84105), and issue/expiry dates (03/09/2022 - 12/31/2025). It also has a 'Current Certification' section (Paramedic, issued 03/09/2022, expires 12/31/2025) and an 'All Applications' section with a 'View All Agency Applications' link (which is circled in red). A 'Privacy - Terms' link is at the bottom right.

*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 remove vehicles from.
6. 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
<b>Vehicle Permit Renewal</b> Apply for a permit for a ground ambulance, interfacility transfer ambulance, or a quick response vehicle here.	<a href="#" style="background-color: #0070C0; color: white; padding: 5px 10px;">Apply Now</a>
<b>Remove Vehicle from Agency</b> Use this application if you want to remove one or more vehicle from your agency.	<a href="#" style="background-color: #0070C0; color: white; padding: 5px 10px;">Apply Now</a>

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

**Vehicle List**

How to use this application:

1. Review the list of vehicles, identify which vehicle needs to be removed
2. Click the pen and paper symbol to the left of the vehicle
3. Scroll to the bottom of the information page and press the Remove button
4. Review and verify all information is correct
5. 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	TestTestTestTestTestTestTestTestTestTestTestTestColorado	Bell	Test	
 Test-123456789	Test-123456789	Test-123456789	Ambulance 502	1234 56789 EX	77777777	Utah	Dodge	Challenger

9. 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



testkate123456789testkate123456789testkate123456789test1	123 abc ex	123456789	Utah	Smeal	smegal	1994 Reserve Ambulance N
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Submit

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