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STATE EMS PROVIDER LICENSE RENEWAL

- Company name, Tax ID #, and copies of your SOS Certificate of Formation/Filing, Articles of Incorporation, and any DBA's, if applicable.
- Basic Company demographic information-your physical address, mailing address, and any contact phone/fax, and email. Please advise if there are any changes needing to be reported.
- Please specify your level of care. BLS, ALS, BLS/MICU.
- Are the Owner and the Administrator of Record one in the same? I will need a copy of each of their Driver's License. Also will need the Administrator of Record's Social Security Number.
- Proof or the date of which the Administrator of Record has had their fingerprints taken as part of the State's background check. Has your AOR also taken any of the required AOR courses? Please supply any Certificates of Completion issued.
- Medical Director information will be needed, such as their contact phone/fax, email, and address.
- Medical Director approved Protocols. A set of the full Protocols can be emailed or saved from a CD or Flash Drive. Please make sure to include any pertaining, if separate, Equipment and Supply Lists, and Approved Medications Lists.
- Letter of Credit. The amount of the Letter of Credit is based on how long the EMS Provider has been in business.
- Does you, as an EMS Provider, participate in the TMHP Medicaid Program? If so, a copy of the required Surety Bond in the amount of \$ 50,000.00.
- Please advise as to how many vehicles are to be included with your Renewal. A copy of each vehicle's title will be needed, along with their assigned Unit #.
- Certificate of Insurance that reflects both the required General and Professional Liability coverage. The Certificate Holder should be listed as the following please:
EMS CERTIFICATION AND LICENSE MC-2835
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PO BOX 149347
AUSTIN, TX 78714-9347
- The State's Renewal Application fee is \$ 510.00. The fee, per vehicle, is \$ 180.00.