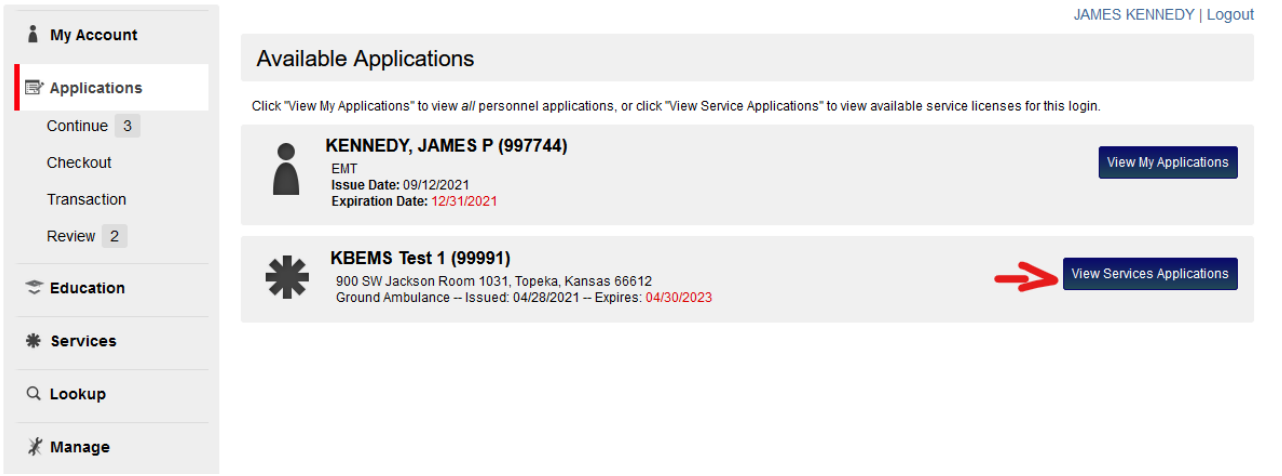
Ambulance License Renewal

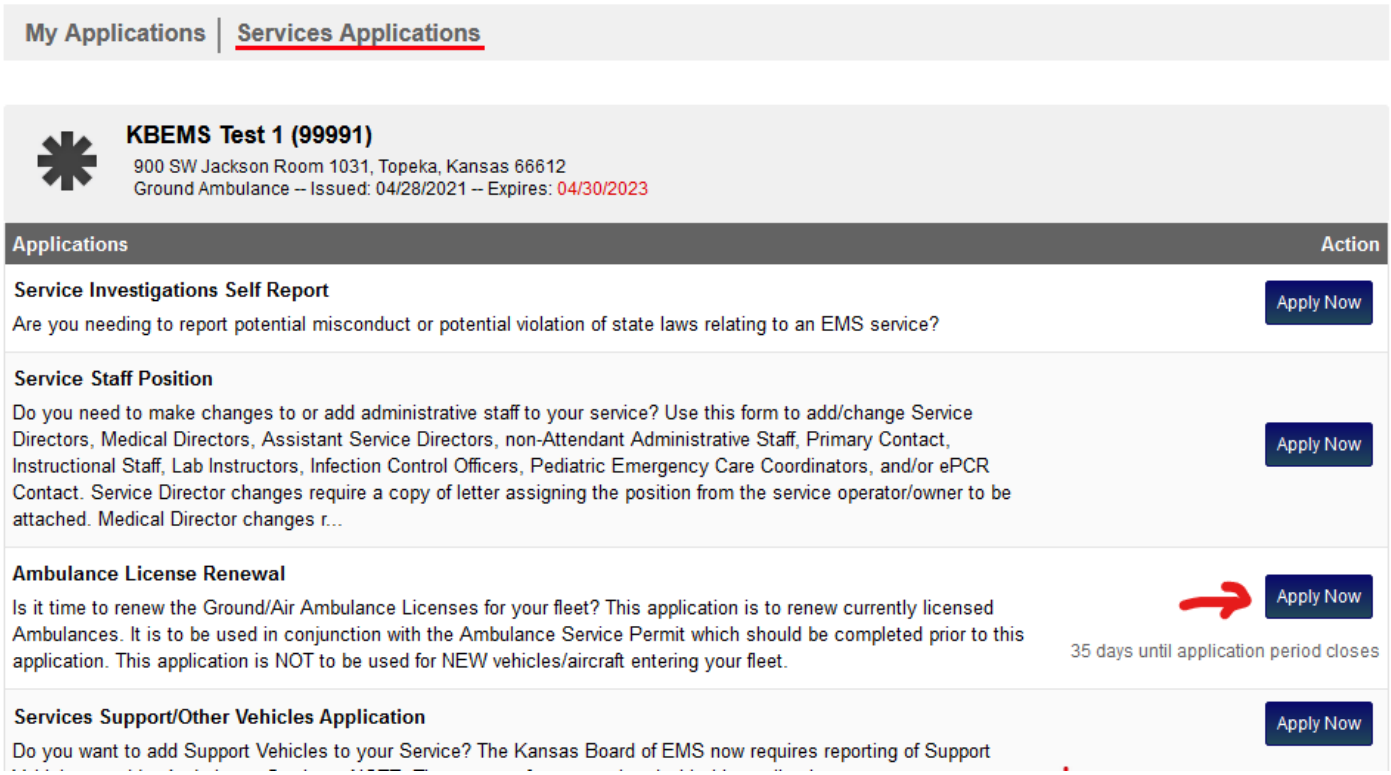
This application is to renew currently licensed Ambulances. It is to be used in conjunction with the Ambulance Service Permit which should be completed prior to this application. This application is NOT to be used for NEW vehicles/aircraft entering your fleet. This application is available to Service Directors, Assistant Service Directors, and Administrative Staff.

This application is for your renewal of Ambulance licenses (both Ground and Air) only. Complete this form only **after** completion of the Ambulance Service Renewal Application.

To begin, Once signed into the portal, click on Applications, then click on "View Services Applications":



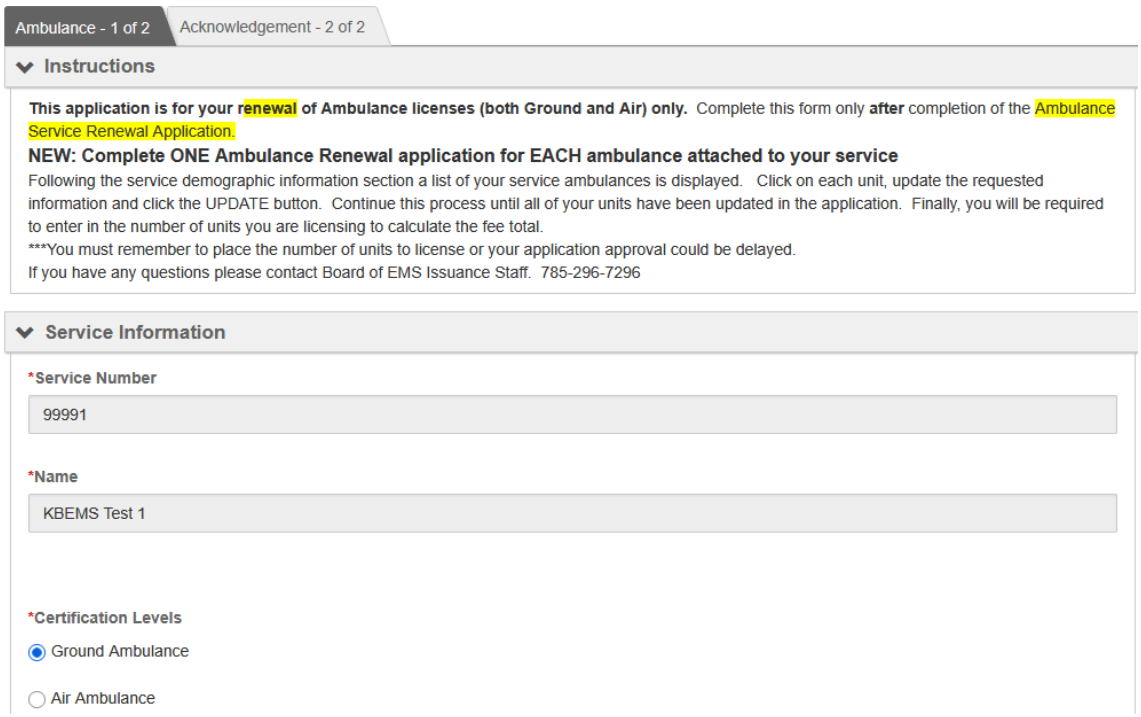
Click "Apply Now" next to the "Ambulance License Renewal":



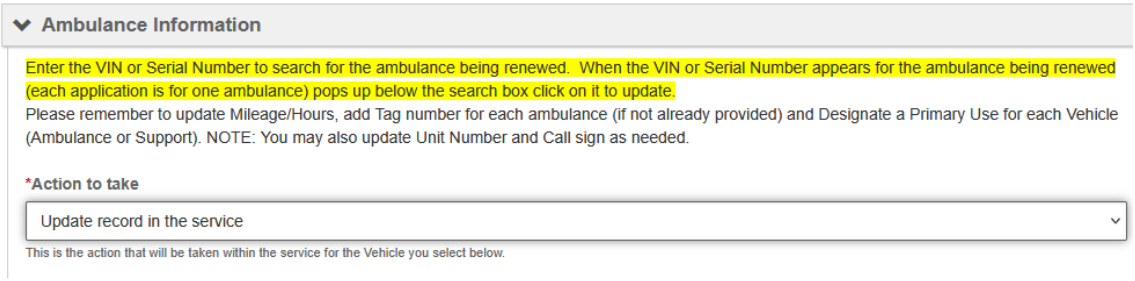
The “Ambulance License Renewal” Application is only available during the annual Service Renewal Period. You will need to submit one application per ambulance. Before starting the “Ambulance License Renewal” application, remove any ambulances for which you do not wish to renew the license using the “Ambulance Removal Tool”.

Click on “Ambulance License Renewal 26-03” to begin the License Renewal process.

Select the appropriate Certification Level for your Service:



In the “Action to take” drop down, select “Update record in the service”

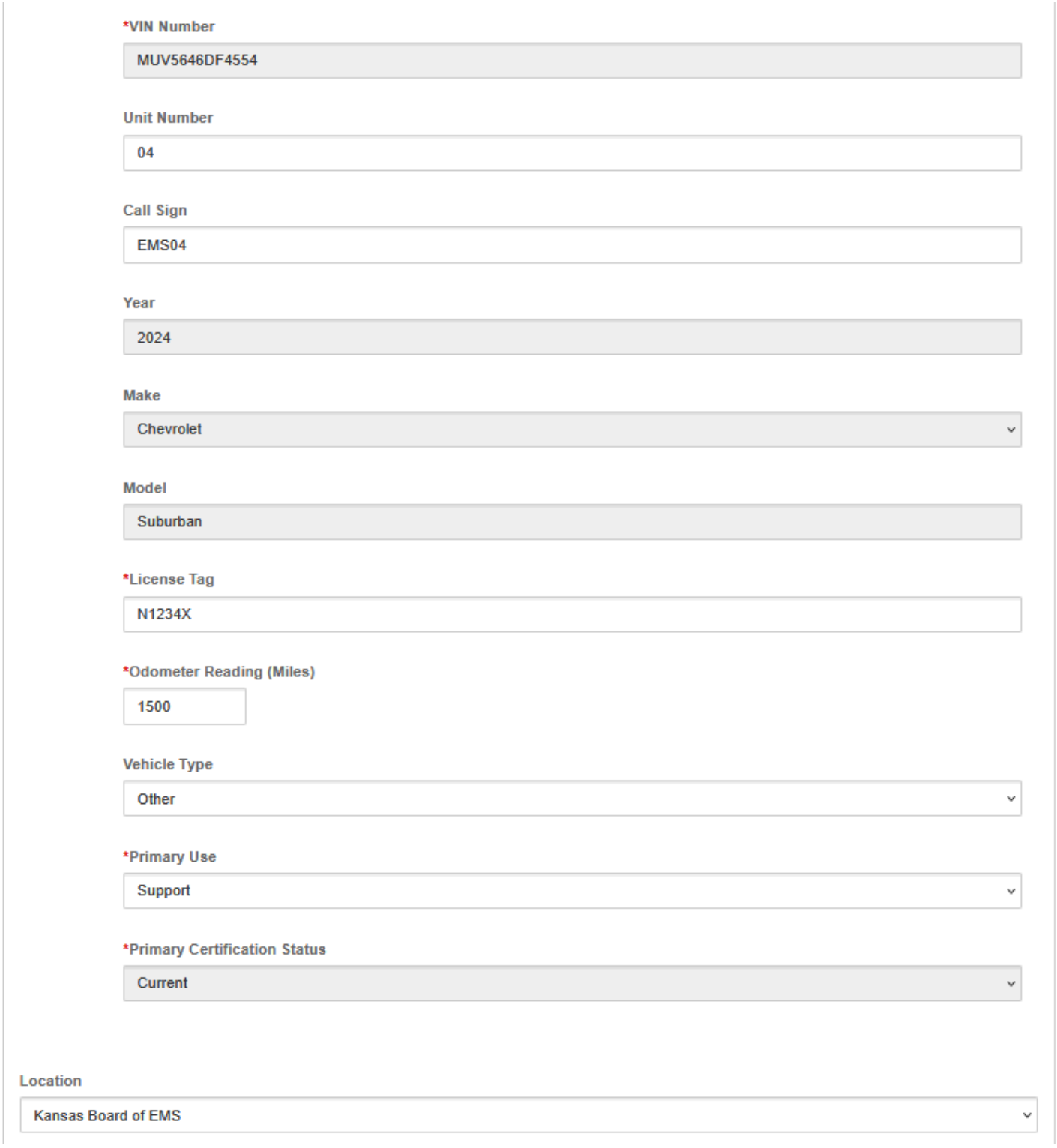


Enter the VIN/Serial Number for the ambulance you are renewing. When the VIN/Serial number is appears below the search box click on it:



Update the information fields for each ambulance as needed, then click “Done”.

Example of Ground Ambulance Entry:



Example of Air Ambulance Entry:

*Airframe Serial Number

AirBEMS55

*Airframe Serial Number

AirBEMS55

*N Number

99999

Unit Number

Air55

Call Sign

Air55

Year

2020

Make

Bell

Model

JetRanger

*Aircraft Hours

500

Aircraft Type

Air Ambulance Helicopter

*Primary Use

Ambulance

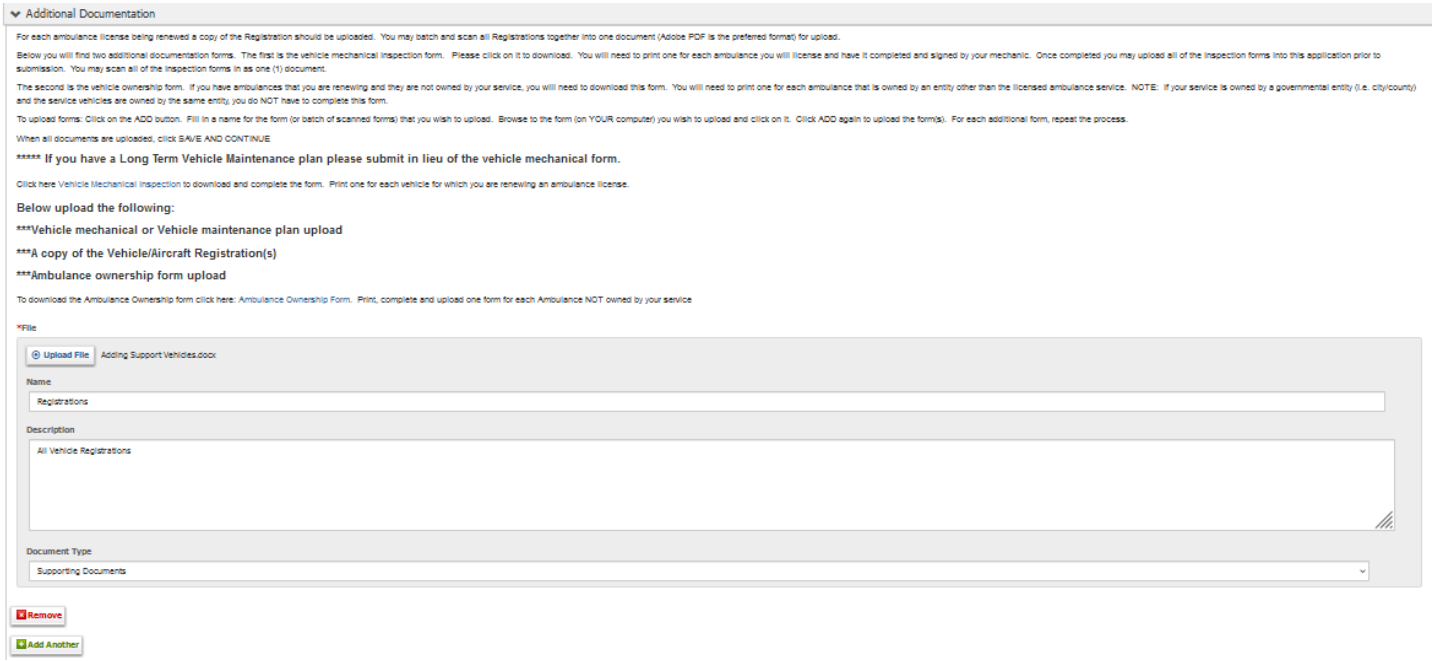
*Primary Certification Status

Current

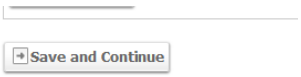
Location

Kansas Board of EMS

Upload all required documents:



When all documents are uploaded, click SAVE AND CONTINUE



Enter today's date and your password, then Click Submit.

