

Ambulances How-To for Services

See Regulation 109-2-2 for the requirements for ambulance Licensing. The fee for each Ambulance License is \$40.00 per ambulance annually. Licenses will be valid until April 30th of each year. New ambulances added during the annual renewal period will have licenses that expire on April 30th of the following year.

109-2-2 (c) (1) Each initial and each renewal applicant for a ground ambulance service permit and ambulance license shall meet one of the following requirements:

(A) Obtain a mechanical and safety inspection from a person doing business as or employed by a vehicle maintenance service or a city county, or township or from a certified mechanic as defined in K.A.R. 109-1- 1, for each ambulance within 180 days before the date of ambulance service application renewal; or

(B) have a long-term vehicle maintenance program with requirements equivalent to or exceeding the requirements of the mechanical and safety inspection form.

(2) In order for an ambulance license to be renewed, the mechanical safety inspection forms shall not contain any deficiencies identified that would compromise the safe transport of patients.

(d) Each initial and each renewal application for an air ambulance shall include a valid standard airworthiness certificate for each aircraft, evidence of an air safety training program, and an informational publication.

(e) (1) Each new ground ambulance shall meet one of the following requirements:


(A) Be required to have a mechanical or safety inspection submitted on forms required by the board or shall require documentation from the manufacturer indicating that the vehicle has undergone a predelivery inspection without deficiencies; or

(B) have a long-term vehicle maintenance program with requirements equivalent to or exceeding the requirements of the mechanical and safety inspection form.

(2) Each used or retrofitted ground ambulance shall be required to have a mechanical and safety inspection

Adding New Ambulance Licenses, Removing Ambulances from Service, Renewing Ambulance Licenses can all be done through the KBEMS Public Portal. Begin by Clicking “Applications”, then “View All Services Applications”.


^ Personnel Applications

 KENNEDY, JAMES P (T997744)

Current Certification
EMT
Issue Date: 09/12/2021
Expiration Date: 12/31/2027


All Applications
[View All Personnel Applications](#)

^ Services Applications

 **KBEMS Test 1 (99991)**
900 SW Jackson, Room 1031, Topeka, Kansas, 66612
Ground Ambulance -- Issued: 03/10/2026 -- Expires: 04/30/2027

Current Certification
Ground Ambulance
Issue Date: 03/10/2026
Expiration Date: 04/30/2027

All Applications
[View All Services Applications](#)



Click "Apply Now" on the Appropriate Application for what you want to do:

New Ambulance License 2026 Do you need to add a new/used ambulance to your service fleet? This is the application to do that.	Apply Now
Ambulance License Renewal Is it time to renew the Ground/Air Ambulance Licenses for your fleet? 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.	Apply Now ⓘ 2 days until application period closes
Ambulance and Vehicle Removal Tool Do you want to REMOVE an ambulance from service? Use this form with CAUTION. Upon Submission any ambulances removed will no longer be available to your service. Ambulances removed with this tool will no longer be available for renewal. If you need to add them back to your service, you will need to complete a NEW Ambulance License application and pay any applicable fees.	Apply Now

ADDING "NEW" AMBULANCES:

To License NEW ambulances for your service, click "Apply Now" on the "NEW Ambulance 2026". Select the appropriate Certification Level for your service and the ambulance you are adding:

New Ambulance License Request 26-03

New Ambulance License - 1 of 2 Acknowledgement - 2 of 2

▼ Instructions

This application is for NEW SINGLE service ambulance licenses, including both Ground and Air Ambulances. It is to be completed when you wish to request a that additional vehicle/aircraft be added to your service. THIS APPLICATION CANNOT BE USED TO REMOVE OR MODIFY EXISTING AMBULANCES ATTACHED TO YOUR SERVICE. If you have any questions please contact our office for assistance.

▼ Service Information

Service Number:

*Name:

*Certification Levels

Ground Ambulance

Air Ambulance

Select "Add record to the service" in the "Action to Take" Dropdown:

▼ New Ambulance

If you are adding a "used" unit, you may search for the unit by entering VIN/Airframe Serial #. If the unit exists in the system, select it from the dropdown list. If it does not appear in the dropdown list OR is a NEW unit, click on the green plus sign to the right of the VIN/Airframe Serial# prompt. When all fields are completed, click "Done".

*Action to take

This is the action that will be taken within the service for the Vehicle you select below.

Enter either the VIN number (for Ground Ambulances) or the Serial Number (for Air Ambulances). If the ambulance exists in the system the VIN/Serial Number will appear below the search box. If it does click on the VIN/Serial number that appears. If it does not, click on the plus sign next to the VIN/Serial Number search:

*Airframe Serial Number

←

LO.....

*Ambulance VIN Search

←

LO.....

Enter or Update fields as required:

Ground Ambulance Entry:

*Ambulance Type

Ground Ambulance Air Ambulance Support/Other Vehicle

*Active

Yes No

Unit Number

MA3

Call Sign

MA3

*Year

1902

*Make

Ford

Model

Model T

*License Tag

123ABC

Conversion

Them

*Vehicle Style

Other

State of Registration

Kansas

*Fuel Type

Gasoline

*Odometer/Mileage

1000003

*Radio Use

VHF Low VHF High UHF 800 mHz Cell Phone

*Primary Use

Ambulance

*Purchase Date

3/16/2021 Today

20090149

Expired

Location

kansas Board two

Done Remove

Air Ambulance Entry:

*Airframe Serial Number

LJ 1356

*Permit Level

Ground Ambulance Air Ambulance Support/Other Vehicle

*Active

Yes No

*N Number

N8287E

*Unit Number

Spare

*Call Sign

FW Spare C90

*Year

1994

*Make

Beechcraft

*Model

C90

*Aircraft Type

Air Ambulance Fixed Wing

*Engine Type

Turbo-prop Aircraft

*Aircraft Engines

Multi-Engine

*IFR Capable

Yes No

*Aircraft Hours

6309.9

*Radio Use

VHF Low VHF High UHF 800 MHz Cell Phone

Pressurized Aircraft

Yes No

*Fuel Type

AirCRAFT

*Primary Use

Ambulance

*Purchase Date

6/15/2011  Today

16060673

Permit Status

Expired

Location

kansas Board two

 Done  Remove

Upload the Vehicle Mechanical Inspection Form for Ground Ambulances or the Airworthiness Certificate for Aircraft. In addition, if your service does not own the ambulance upload the Ambulance Ownership Form. For each additional form, Click "Add Another"

Additional Documentation

*Please enter the number of ambulances being added:

Below you will find links to two different forms. The first is the link to the vehicle mechanical inspection form. If you are licensing a vehicle, you will need to download, print and have it completed and signed by your mechanic. Once completed you may upload document into this application prior to submission.

The second is the vehicle ownership form. If you have ambulances (air or ground) that you are renewing and they are not owned by your service, you will need to download this form. You will need to print one for each ambulance that is owned by an entity o licensed ambulance service. NOTE: If your service is owned by a governmental entity (i.e. city/county) and the service vehicles are owned by the same entity, you do NOT have to complete this form.

You must also provide a copy of the current registration for all ground ambulances

If you are licensing aircraft, please upload the Airworthiness Certificate(s) and Current Aircraft Registration(s). Each type of document may be scanned and uploaded as one document.

The document upload for these documents is to be found below the links to the vehicle mechanical inspection and the vehicle ownership forms.

To upload forms: Click on the ADD button. Fill in a name for the form (or batch of scanned forms) that you wish to upload. Browse to the form (on YOUR computer) you wish to upload and click on it. Click ADD again to upload the form(s). For each addition repeat the process.

When all documents are uploaded, click SAVE AND CONTINUE

Click [Vehicle Mechanical Inspection](#) to complete the form if you are licensing a Ground Ambulance.

To download the ambulance ownership form click here: [Ambulance Ownership Form](#). Print and complete one form for each ambulance NOT owned by the service. They may be scanned into one document and uploaded.

File:

Name

Description

Document Type

When done Click "Save and Continue".

Enter Today's Date and your Password. Click Submit.

10-400 New Ambulance License Request 22-11

New Ambulance License - 1 of 2 Acknowledgement - 2 of 2

▼ Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I declare under the penalty of perjury under the laws of the State of Kansas that the information provided in this application is true and correct.

*Enter Today's Date

*Signature - Applicant

Username: James.Kennedy

Password:

You will then be redirected to the Checkout page. Payment is required for New ambulances to be licensed.

Checkout

Select the license(s) to be paid and click **Pay Now** to continue to checkout.

<input checked="" type="checkbox"/> Certification	Services	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> NEW Ambulance License Application	KBEMS Test 1	07/28/2020	\$40.00	\$40.00
<input checked="" type="checkbox"/> Inspection	Date	Total Amount	Balance Due	No Records
<input checked="" type="checkbox"/> Training	Course	Start Date	Total Amount	Balance Due
No Records				
Totals:			\$40.00	\$40.00

Pay now

REMOVING AMBULANCES FROM YOUR SERVICE:

To remove ambulances from your Service, click "Apply Now" on the "Ambulance Removal Tool" Application.

Click the box next to any Ambulance you wish to remove from your service.

This application is for the REMOVAL of ambulances from your service. Once this application is submitted any ambulance removed will no longer be attached to your service.

If you have any questions please contact James Reed direct. 785-640-4259

Service Information

Service Number

99991

*Service Name

KBEMS Test 1

Vehicle Information

Please click on each ambulance you wish to remove from your service. As you complete each one click REMOVE. When prompted "Do you really want to remove this Group?", click Yes. NOTE: Once you submit this application removed ambulances are no longer available to your service.

VIN/AirFrame	Serial Number	VIN/AirFrame	Serial Number	License Tag/N Number	Unit Number	Call Sign	Year Make	Model
<input checked="" type="checkbox"/> AAAMadeup1	AAAMadeup1	AAAMadeup1	AAAMadeup1	123 ABC	MA1	MA1	2020 Chevrolet	2500
<input checked="" type="checkbox"/> AAAMadeup2	AAAMadeup2	AAAMadeup2	AAAMadeup2	456 DFG	MA2	MA2	2020 Ford	F250
<input checked="" type="checkbox"/> AAAMadeup3	AAAMadeup3	AAAMadeup3	AAAMadeup3		MA3	MA3	1902 Ford	Model T

Click "Remove"

*VIN/AirFrame Serial Number

AAAMadeup3

*VIN/AirFrame Serial Number

AAAMadeup3

License Tag/N Number

Unit Number

MA3

Call Sign

MA3

Year

1902

Make

Ford

Model

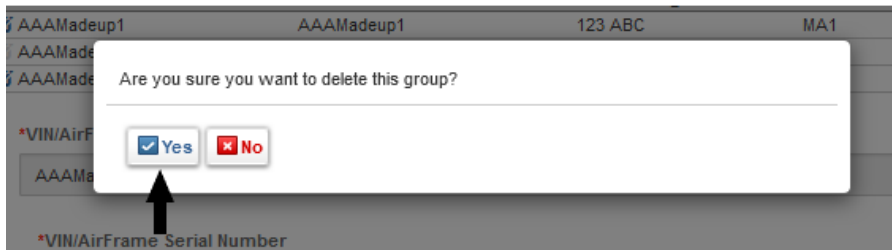
Model T

Done

Remove



When Prompted: "Are you sure you want to delete this group?", Click Yes.



Repeat to remove additional ambulances as needed. When done, click "Save and Continue".

Ambulance Removal Form

Ground Ambulance License - 1 of 2

Acknowledgement - 2 of 2

Instructions

This application is for the REMOVAL of ambulances from your service. Once this application is submitted any ambulance removed will longer be attached to you service.

If you have any questions please contact James Reed direct. 785-640-4259

Service Information

Service Number

99991

*Service Name

KBEMS Test 1

Vehicle Information

Please click on each ambulance you wish to remove from your service. As you complete each one click REMOVE. When prompted "Do you really want to remove this Group?", click Yes. NOTE: Once you submit this application removed ambulances are no longer available to your service.

VIN/AirFrame	Serial Number	VIN/AirFrame	Serial Number	License Tag/N Number	Unit Number	Call Sign	Year Make	M
<input checked="" type="checkbox"/> AAAMadeup1	AAAMadeup1	AAAMadeup1	AAAMadeup1	123 ABC	MA1	MA1	2020 Chevrolet	25
<input checked="" type="checkbox"/> AAAMadeup2	AAAMadeup2	AAAMadeup2	AAAMadeup2	456 DFG	MA2	MA2	2020 Ford	F2



Enter your initials, the date, and your password. Click Submit.

Ground Ambulance License - 1 of 2

Acknowledgement - 2 of 2

Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I understand that upon submission the Ambulances selected for removal will no longer be available for service.

*Enter the Service Directors initials in the box below acknowledging the statement above.

jk

*Date of Application

7/29/2020



Today

Username: jkennedy

Password:

Selected Ambulances will be removed from your Service upon Submission.

Ambulance License Renewal:

Before completing the “Ambulance License Renewal” application, you should first Complete and Submit the “Ambulance Service Permit Renewal” application.

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:

Ambulance - 1 of 2 Acknowledgement - 2 of 2

Instructions

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**.

NEW: Complete ONE Ambulance Renewal application for EACH ambulance attached to your service

Following the service demographic information section a list of your service ambulances is displayed. Click on each unit, update the requested information and click the UPDATE button. Continue this process until all of your units have been updated in the application. Finally, you will be required to enter in the number of units you are licensing to calculate the fee total.

***You must remember to place the number of units to license or your application approval could be delayed.

If you have any questions please contact Board of EMS Issuance Staff. 785-296-7296

Service Information

*Service Number
99991

*Name
KBEMS Test 1

*Certification Levels

Ground Ambulance

Air Ambulance

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

Ambulance Information

Enter the VIN or Serial Number to search for the ambulance being renewed. When the VIN or Serial Number appears for the ambulance being renewed (each application is for one ambulance) pops up below the search box click on it to update.

Please remember to update Mileage/Hours, add Tag number for each ambulance (if not already provided) and Designate a Primary Use for each Vehicle (Ambulance or Support). NOTE: You may also update Unit Number and Call sign as needed.

*Action to take
Update record in the service

This is the action that will be taken within the service for the Vehicle you select below.

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:

*VIN Number

MUV5646DF4554

MUV5646DF4554 

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

Example of Ground Ambulance Entry:

***VIN Number**

MUV5646DF4554

Unit Number

04

Call Sign

EMS04

Year

2024

Make

Chevrolet

Model

Suburban

***License Tag**

N1234X

***Odometer Reading (Miles)**

1500

Vehicle Type

Other

***Primary Use**

Support

***Primary Certification Status**

Current

Location

Kansas Board of EMS

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 required documents. For Ground Ambulances, this includes the Vehicle Mechanical Inspection Form (one for each ambulance). For Aircraft pleas upload the Airworthiness Certificate for each. For any ambulances that your service does not own, the Ambulance Ownership Form should also be completed and uploaded. Click "Upload File" to browse to the file location. Click "Add Another" to add an additional document. Repeat as needed. Click "Save and Continue" when all documents have been uploaded.

Additional Documentation

Below you will find two additional documentation forms. The first is the **vehicle mechanical inspection form**. Please click on it to download. You will need to print one for each ambulance you will license and have it completed and signed by your mechanic. Once completed you may upload all of the inspection forms into this application prior to submission. You may scan all of the inspection forms in as one (1) document.

The second is the **vehicle ownership form**. If you have ambulances that you are renewing and they are not owned by your service, you will need to download this form. You will need to print one for each ambulance that is owned by an entity other than the licensed ambulace service. NOTE: If your service is owned by a governmental entity (i.e. city/county) and the service vehicles are owned by the same entity, you do NOT have to complete this form. To upload forms: Click on the ADD button. Fill in a name for the form (or batch of scanned forms) that you wish to upload. Browse to the form (on YOUR computer) you wish to upload and click on it. Click ADD again to upload the form(s). For each additional form, repeat the process.

When all documents are uploaded, click SAVE AND CONTINUE

******* If you have a Long Term Vehicle Maintenance plan please submit in lieu of the vehicle mechanical form.**

Click here [Vehicle Mechanical Inspection](#) to download and complete the form. Print one for each vehicle for which you are renewing an ambulance license.

To download the ambulance ownership form click here: [Ambulance Ownership Form](#). Print and complete one form for each ambulance not owned by the service. They may be scanned into one document and uploaded.

Below upload the following:

*****Vehicle mechanical or Vehicle maintenance plan upload**

*****Ambulance ownership form upload**

*File

*Name

Document Type

When done uploading forms, click Save and Continue:

Acknowledge the statement by Entering Today's Date and your Password. Click Submit

Ambulance License Renewal 26-03

Ambulance - 1 of 2

Acknowledgement - 2 of 2

▼ Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I declare under the penalty of perjury under the laws of the State of Kansas that the information provided in this application is true and correct..

***Date of Application**

 Today

***Signature - Applicant**

Username: jkennedy

Password:

Submit

You will be redirected to the Checkout Page. Service Permits and Ambulance Renewals cannot be issued without payment. NOTE: You can delay payment until all applications are entered.