

County Emergency Management First Responder Credential Card Development Guide

This state-wide ID / first responder credential process is to be followed by all requesting to obtain cards for their service or organization.

The County EMA, requesting service chief or agency/organization administrative officer is responsible for completing templates and photographs and verification of personal information of responders.

The information fields are listed below, and the driver's license and social security information are to be decided on a case by case basis (not mandatory for MEMA credentialing purposes). All other information fields are to be completed by the potential card holder.

Digital photographs are to be taken 4-6 feet from the person using neutral or light-colored background and recommended to be the same for all pictures within an agency/organization.

The information and photographs are to be saved to a CD or a memory card/stick.

The information is then submitted to the county EMA who sends it to MEMA for card processing. MEMA will enter and store the data in a secure (non-network) computer program and destroy all paper documents upon completion of the card.

Card Processing

Card information is to be sent to:

Maine Emergency Management Agency Attn: ID Credentialing 72 State House Station Augusta, Maine 04333

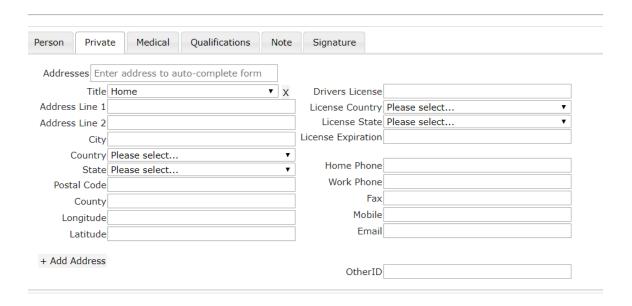
All Questions may be directed to: Faith Staples at MEMA 207-624-4400

The front and back of the card has human readable features and water mark to verify it's the state issued card.

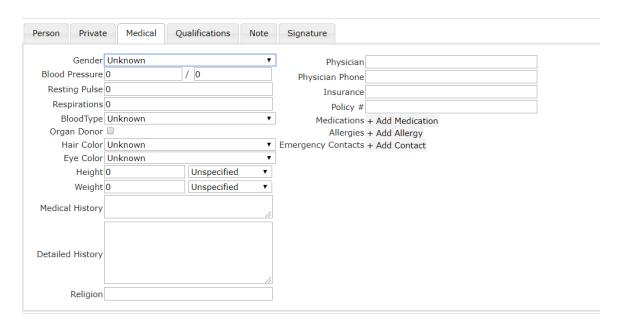




Personal Information (human readable and barcode)



Health and Medical Information (barcode)



ICS Qualifications and Team Designations (human readable/barcode)

