



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)

Person	Private	Medical	Qualifications	Note	Signature
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Addresses

Title	Home	X	Drivers License	<input type="text"/>
Address Line 1	<input type="text"/>		License Country	Please select...
Address Line 2	<input type="text"/>		License State	Please select...
City	<input type="text"/>		License Expiration	<input type="text"/>
Country	Please select...		Home Phone	<input type="text"/>
State	Please select...		Work Phone	<input type="text"/>
Postal Code	<input type="text"/>		Fax	<input type="text"/>
County	<input type="text"/>		Mobile	<input type="text"/>
Longitude	<input type="text"/>		Email	<input type="text"/>
Latitude	<input type="text"/>			

+ Add Address

OtherID

Health and Medical Information (barcode)

Person	Private	Medical	Qualifications	Note	Signature
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Gender	Unknown		Physician	<input type="text"/>
Blood Pressure	0 / 0		Physician Phone	<input type="text"/>
Resting Pulse	0		Insurance	<input type="text"/>
Respirations	0		Policy #	<input type="text"/>
BloodType	Unknown		Medications + Add Medication	
Organ Donor	<input type="checkbox"/>		Allergies + Add Allergy	
Hair Color	Unknown		Emergency Contacts + Add Contact	
Eye Color	Unknown			
Height	0	Unspecified		
Weight	0	Unspecified		
Medical History	<input type="text"/>			
Detailed History	<input type="text"/>			
Religion	<input type="text"/>			

ICS Qualifications and Team Designations (human readable/barcode)

Person Private Medical Qualifications Note Signature

▶ Disciplines ▶ Tier-1 Federal / National ▶ Education

Advanced ICS [ICS400]
 Basic ICS [ICS200]
 FEMA National Response Plan (NRP) An Introduction [IS800]
 FEMA NIMS An Introduction [IS700]
 Intermediate ICS [ICS300]
 Introduction to ICS [ICS100]
 NIMS Public Information Systems [IS-702]

Quick Add

Description	Code	Encode
▶ FEMA NIMS An Introduction	IS700	<input checked="" type="checkbox"/> X
Certification Number <input style="width: 100%;" type="text"/>		
Issue Date <input style="width: 100%;" type="text"/>		
Expiration Date <input style="width: 100%;" type="text"/>		
▶ FEMA National Response Plan (NRP) An Introduction	IS800	<input checked="" type="checkbox"/> X
▶ Intermediate ICS	ICS300	<input checked="" type="checkbox"/> X
▶ Introduction to ICS	ICS100	<input checked="" type="checkbox"/> X
▶ Advanced ICS	ICS400	<input checked="" type="checkbox"/> X
▶ Basic ICS	ICS200	<input checked="" type="checkbox"/> X
▶ Emergency Medical Technician	EMT	<input checked="" type="checkbox"/> X