## Option A

## **NH DOE Online Portal**

This is the most direct and fastest way to complete the background check. It requires a visit (by appointment to one of 7 designated Live Scan sites (see list below). Be prepared to pay by credit card online.

Click on this link to get to the DOS Portal: <a href="https://services.dos.nh.gov/chri/cpo/">https://services.dos.nh.gov/chri/cpo/</a>.

Then click the "Schedule a New Appointment" box.

## Schedule NEW Fingerprint & Criminal Record Check Appointment

To schedule a new appointment, click the button below.

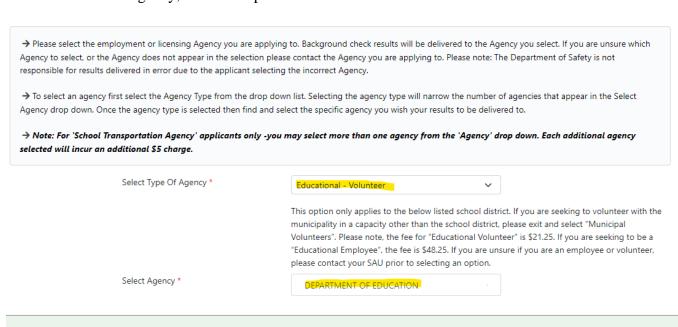
Before you begin, please click <u>here</u> to read the instructions.

Schedule a New Appointment

Click on the box at the bottom certifying that you understand the process, and hit next.

Under Select Type of Agency, select 'Educational-Volunteer'.

Then under Select Agency, choose 'Department of Education.'



Fill out the remainder of the application with your personal information.

Schedule your appointment for fingerprinting.

## Live Scan Sites for Use with NH DOE Online Portal

Concord - NH State Police

Dover - DMV

Keene - Troop C State Police Station

Tamworth - Troop E State Police Station

Twin Mountain - Troop F State Police Station

Manchester - DMV

Salem - DMV

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Confirm your appointment and pay the associated fee (\$21.25) by credit card.

Make sure you have a government issued ID and your PSU ID with you at your appointment. Arrive a few minutes early.

If you have questions, please contact the NH Department of Safety.