

# 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: <https://services.dos.nh.gov/chri/cpo/>.

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 [here](#) 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.'

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select Type Of Agency \*

Educational - Volunteer

This option only applies to the below listed school district. If you are seeking to volunteer with the municipality in a capacity other than the school district, please exit and select "Municipal Volunteers". Please note, the fee for "Educational Volunteer" is \$21.25. If you are seeking to be a "Educational Employee", the fee is \$48.25. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

Select Agency \*

DEPARTMENT OF EDUCATION

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[Next](#)

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

Schedule your appointment for fingerprinting.

<b>Live Scan Sites for Use with NH DOE Online Portal</b>
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
updated 7/2022

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.