

Step 1- Option C

LiveScan at Site of Your Choice

This option can be completed at any LiveScan site (see below for a list of NH sites) and may work best for students living away from the DOE Portal sites and campus.

Choose the site you plan to use, and locate the contact information for that site.

NH STATE POLICE LIVESCAN SITES

NOT AVAILABLE VIA DOE PORTAL

- Dover PD
- Belknap County Jail
- Conway PD
- Cheshire County Jail
- Coos County Jail
- Grafton County Jail
- Hooksett PD
- Merrimack County Jail
- Merrimack PD
- Seabrook PD
- Sullivan County Jail
- Concord PD
- Derry PD
- Keene PD
- Manchester PD
- Nashua PD
- Portsmouth PD
- Rochester PD
- Salem PD
- Laconia PD
- Men's Prison
- Women's Prison
- Claremont PD
- Londonderry PD
- Hudson PD
- Berlin PD
- Lebanon PD
- Rockingham County Jail
- Strafford County Jail
- Littleton PD
- Troop B State Police Station
- Carroll County Jail
- Bedford PD
- Kingston PD
- NH Department of Corrections
- Hanover PD
- Plaistow PD
- Goffstown PD
- Atkinson PD
- Somersworth PD
- Newport PD
- Epping PD
- Alton PD
- Exeter PD
- Hampton PD
- Windham PD
- Franklin PD
- Hollis PD
- New London PD
- Newington PD
- Pelham PD

Contact the site, explain what you are trying to do, and follow their instructions.

Make sure to ask if there will be a fee charged at the site and what form of payment to bring with you.

Make sure you have a **government issued ID and your PSU ID** with you at your appointment.

Arrive a few minutes early.

There will be a **LiveScan form** provided at the location, and the officer doing the printing will enter a tracking number on the form. **Take this form with you.**

Be prepared to pay an additional fee to the LiveScan site (if required).

Fill out the Criminal History Record Check Release Form (CHRR), then get this form notarized (DO NOT SIGN the form until you are with a notary).

Make your check payable to: State of NH - Criminal Records.

Mail the LiveScan form, the CHRR form, and a check for \$21.25 to the Department of Safety address at the top of the CHRR form.



If you have questions, please contact the Holmes Center.

**You have completed Step 1 of the Criminal Record Check.
Please go back to the [Instructions](#) page to go on to Step 2.**

