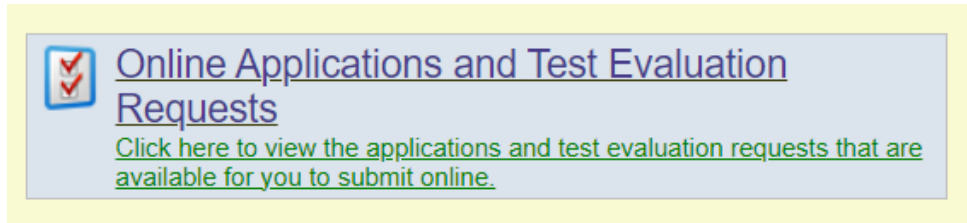


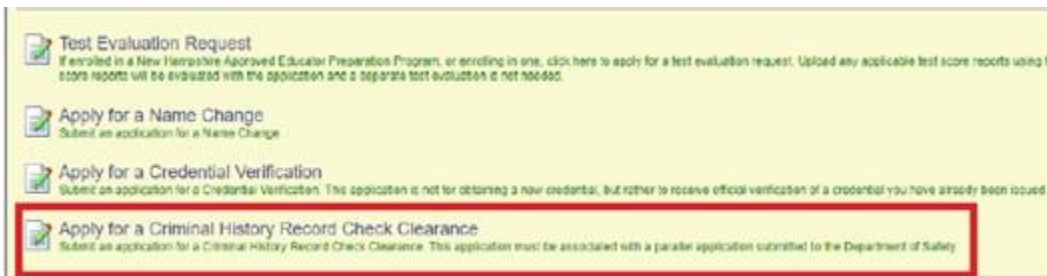
Criminal History Record Check Clearance

[Click here](#) to log into your myNHDOE account.

From your EIS profile, choose 'Online Application and Test Evaluation Requests.'



Select 'Apply for a Criminal History Record Check Clearance.'



Select '**PEPP Student**' as the purpose of your clearance application, then select 'continue' and click 'next'.

For steps 2 - 4 verify your personal information including address, phone number, email, etc.

Create Criminal History Record Check Clearance Application - Step 2 of 8

You are applying for a Criminal History Record Check Clearance

Please edit the profile information and click the next button.
The application you are applying for may require a fee. Please have your credit card on hand.

SSN: [text box]
Prefix: [dropdown]
First Name: [text box]
Middle Initial: [text box]
Last Name: [text box]
Previous Name(s): [text box]
Suffix: [dropdown]
Gender: [dropdown]
Birth Date: [text box]
Ethnicity: [dropdown]

Enter a number for years of experience (e.g. 2.0)
In State Yrs of Public Experience: [text box]
In State Yrs of Private Experience: [text box]
Out of State Yrs of Public Experience: [text box]
Out of State Yrs of Private Experience: [text box]

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

[Previous](#)

Create Criminal History Record Check Clearance Application - Step 3 of 8

You are applying for a Criminal History Record Check Clearance

Please edit the address information and click the Next button.

Address ID: 348775
Mailing Address: [text box]
Address2: [text box]
Address Physical: [text box]
City: [text box]
Country: [dropdown]
State: [dropdown]
Zip Code: [text box]
Zip Plus4: [text box]

Updated: vkelly - 5/18/2010 9:36:34 AM
Created: vkelly - 5/18/2010 9:36:34 AM

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

[Previous](#)

Create Criminal History Record Check Clearance Application - Step 4 of 8

You are applying for a Criminal History Record Check Clearance

Please review your email addresses carefully to ensure that you receive all communications related to your application. We recommend that you include an alternate (personal) email address because work email addresses may be subject to change by your employer or become invalid when you change employers.

***To enable SMS messaging, please check the Allow SMS/Text box below (data rates may apply). To disallow, simply uncheck the box.**

Phone Type: Allow SMS/Text

Phone Number: [text box] Personal
Phone Number: [text box] Work Set as Primary

Primary/Work Email: [text box]
Alternate Email Address: [text box]

Updated: vkelly - 8/14/2023 3:25:07 PM
Created: sysadmin - 8/7/2023 11:14:15 AM

Once you have entered the required data click on the Submit button.

Save - Please save the profile information.
 Cancel - Please cancel the wizard

[Previous](#) [Next](#)

Carefully read and answer the application questions in step 5.

Create Criminal History Record Check Clearance Application - Step 5 of 8

You are applying for a Criminal History Record Check Clearance

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

Have you ever been convicted of a felony?
 Have you ever had a teaching credential revoked?
 Have you ever surrendered your teaching credential in any other state or country?
 Are you currently being investigated in any other state?
 Have you ever held a New Hampshire credential?
If yes, what year did it expire? [text box] And under what name? [text box]

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation is true, accurate, and complete to the best of my knowledge. I agree that I am subject to a criminal history records check in accordance with RSA 189:13c as well as a check for findings of abuse on the Division for Children Youth & Families (DCYF) central registry pursuant to RSA 169:35, and subject to other states' central registry lists.

By checking this box, I certify that I have read the Educator Code of Ethics.
[View Code of Ethics](#)

By checking this box, I certify that I have read the Educator Code of Conduct. In so certifying, I understand that the Educator Code of Conduct, Ed 510 sets forth 4 Principles: (1) Responsibility to the Education Profession and Educational Professionals; (2) Responsibility to Students; (3) Responsibility to the School Community; and (4) Responsible and Ethical Use of Technology, which as a credentialed educator, I am obligated to follow. A founded violation of any of the principles of the Educator Code of Conduct may result in a written reprimand, suspension or revocation of my Educator credential. Additionally, in so certifying, I understand that pursuant to Ed 510.05, I have a duty to report any suspected violation of the code of conduct. Failure to report a suspected violation of the Educator code of conduct may result in a written reprimand, suspension or revocation of my Educator credential.
[View Code of Conduct](#)

Last Revised 11/8/2018

Once you have answered the Background question click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

For step 6, upload the required document. Your driver's license picture must be in a **pdf file**. In case you need them, here are [instructions for converting a picture to a PDF](#).

Select '**choose file**' and select the document to upload.

Then choose '**document type**' and '**add file.**'

Create Criminal History Record Check Clearance Application - Step 6 of 8

You are applying for a Criminal History Record Check Clearance

Providing evidence of these requirements will enable your application review. During that review additional requirements may be identified And requested. You can add them now or do so later from your Educator home page. PDF format, max 15 MB per file.

You must provide all required documents before you can proceed.

Status	Requirement	Description
	Copy of NH Driver's License	Please provide the required documentation

Show Status Explanation >>>

Choose a file and a type, then click "Add File". Repeat the process for as many files as you need.

File: No file chosen

Document Type:

Files to be imported:

Document Name: Drivers License.pdf	<input type="button" value="Remove"/> <input type="button" value="View"/>
Document Type: Driver's License	

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.

Once you have completed selecting documents for upload, click on the Next button.

Save - Please save the documents.
 Cancel - Please cancel the wizard.

The status icons will turn yellow once the required documents are uploaded.

Verify the 'files to be imported' and select the required acknowledgement prior to moving on to the next step.

Complete the payment process (\$100.00).

Select 'make payment,' and you will be asked for your debit/credit card information.

You will receive a confirmation on the screen and via email.