

Step 1- Option B

Plymouth Police Department

This option requires a visit (by appointment only) to the Plymouth Police Department. There you will meet PSU Officer Amanda Hutchins to complete the fingerprinting portion of the criminal record check (see hours below).



[Click here](#) to book an appointment.

Choose a date and then a time slot. (They will turn green.)

Holmes Center State Required Criminal Background Check

Teacher Candidate Criminal Record Check for NH ED ✔

Your appointment will take place at Plymo... [Read more](#)

15 minutes

📅 DATE

< > February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

🕒 TIME

9:00 AM	9:15 AM	9:30 AM
9:45 AM	10:00 AM	10:15 AM
10:30 AM	10:45 AM	1:00 PM
1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada)

Add your details (name, email and phone number are required).

You will be taken to a confirmation screen and will receive an email as well.

NOTE: You must book at least 36 hours in advance of your appointment. You must give 36 hours' notice of a cancellation via Bookings. In the case of an emergency cancellation on the day of your appointment, call 603.535.2179 and leave a message.

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

Arrive a few minutes early at the **Town of Plymouth PD (334 Main St)**.

Explain that you are there to meet PSU Officer Amanda Hutchins.

Make sure you have a **government issued ID** and your PSU ID (not required but may be helpful) with you at your appointment.

Arrive a few minutes early.

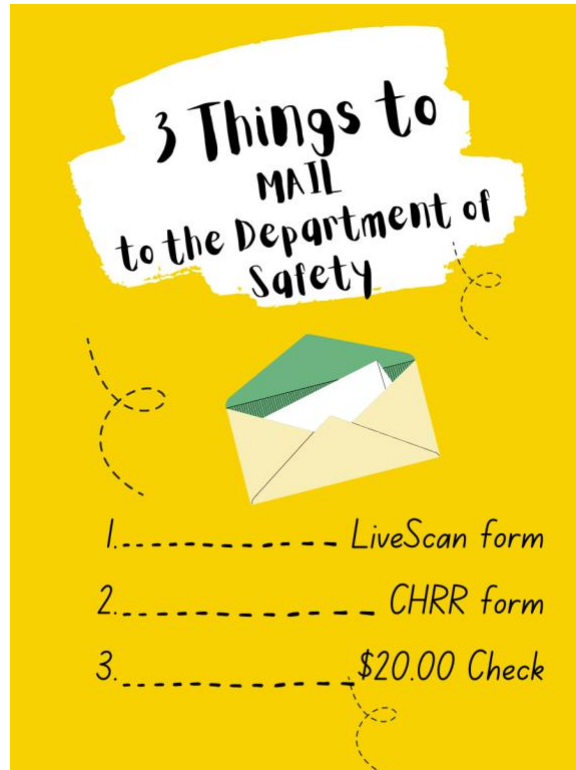
There will be a **LiveScan form** provided at the locations listed above, and the officer doing the printing will enter a tracking number on the form. **Take this form with you.** They may also give you a printed fingerprint card which you can keep.

Ink prints will be on an **official fingerprint card**. Make sure the *contact information for the police department (or DMV, etc.)* is written on the card. The Department of Safety will not accept the prints without this information.

Fill out the Criminal History Record Check Release Form (next page). This does *not* need to be notarized.

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

Mail the CHRR form, a check for \$20.00, and the LiveScan form OR the inked card 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 (DOE clearance application with \$100 fee).**

