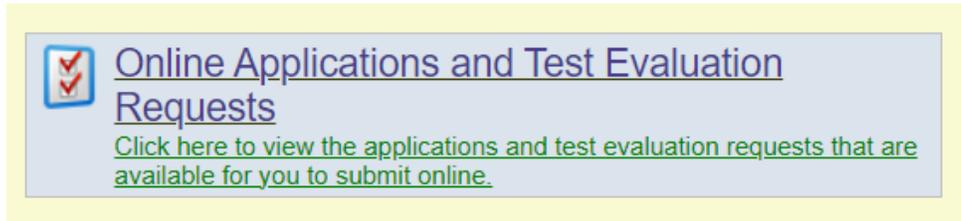


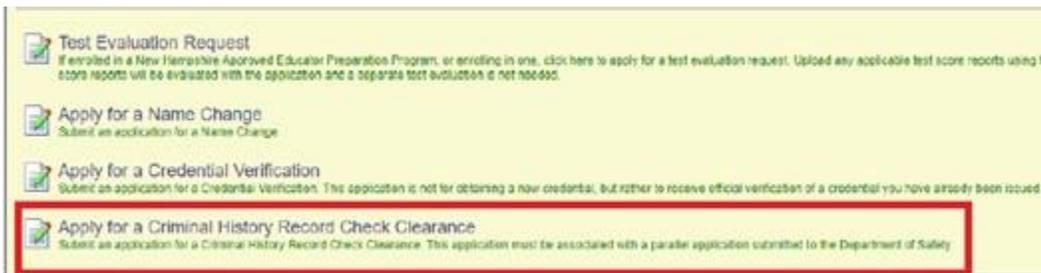
# Criminal History Record Check Clearance

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

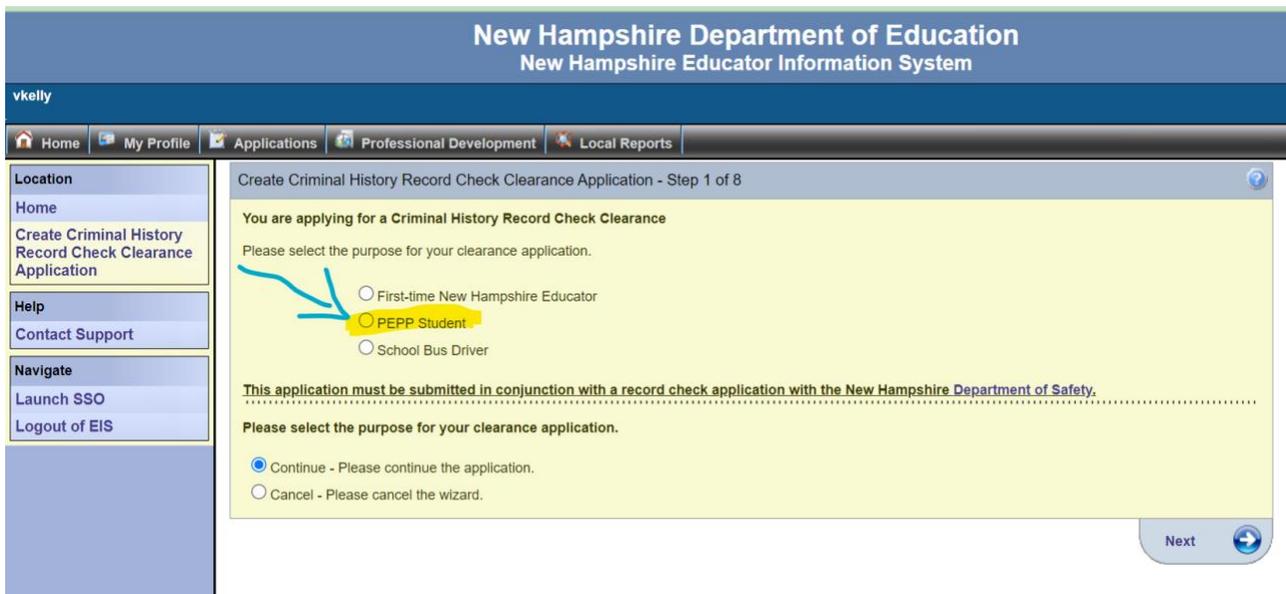
From your EIS profile, choose 'Online Application and Test Evaluation Requests.'



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.

**Step 2 of 8: Personal Information**

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 Field]  
 Prefix: [Dropdown]  
 First Name: [Text Field]  
 Middle Initial: [Text Field]  
 Last Name: [Text Field]  
 Previous Name(s): [Text Field]  
 Suffix: [Dropdown]  
 Gender: [Dropdown]  
 Birth Date: [Text Field]  
 Ethnicity: [Dropdown]

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

Once you have entered the required data click on the Next button.  
 Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

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**Step 3 of 8: Address Information**

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 Field]  
 Address2: [Text Field]  
 Address Physical: [Text Field]  
 City: [Text Field]  
 Country: [Dropdown]  
 State: [Dropdown]  
 Zip Code: [Text Field]  
 Zip Plus4: [Text Field]

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.

**Step 4 of 8: Contact Information**

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: [Dropdown] Allow SMS/Text:   
 Phone Number: [Text Field] [Dropdown] [Text Field] [Text Field]  
 Phone Number: [Text Field] [Dropdown] [Text Field] [Text Field]  
 Primary/Work Email: [Text Field]  
 Alternate Email Address: [Text Field]

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.

Carefully read and answer the application questions in step 5.

**Step 5 of 8: Background Questions**

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   |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | Have you ever been convicted or charged pending disposition of a Class A Misdemeanor or ANY Felony in New Hampshire or any other jurisdiction? (Minor traffic violations with the exception of DWI and drug related motor vehicle offenses are not reportable.)  |
| <input type="radio"/> | <input type="radio"/> | Have you had any type of Education Credential suspended or revoked in New Hampshire or any other jurisdiction?   |
| <input type="radio"/> | <input type="radio"/> | Have you had a corrective action related to an Educator Credential imposed upon you in New Hampshire or any other jurisdiction that did not result in suspension or revocation of your Education Credential?   |
| <input type="radio"/> | <input type="radio"/> | Have you ever surrendered any Educator Credential in New Hampshire or any other jurisdiction to settle a disciplinary action?  |
| <input type="radio"/> | <input type="radio"/> | Have you ever been investigated in your role as (including, but not limited to) an Educator, Education Personnel, Para-educator, Classroom Aid, or "Designated Volunteer" for allegations involving educator misconduct in New Hampshire or any other jurisdiction?  |
| <input type="radio"/> | <input type="radio"/> | Are you currently under investigation in New Hampshire or any other jurisdiction related to allegations of educator misconduct against you while employed as (including, but not limited to) an Educator, Para-educator, Classroom Aid, Transportation Personnel, Education Personnel or "Designated Volunteer" in any public school, private school, charter school, or public academy? |

If you answered "yes" to any of the above questions, please provide explanatory documentation after submitting your application. From your profile screen, choose Documents on the left, then select "Upload Additional Documentation".

**Confirmation**

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 189:13-c as well as a check for findings of abuse on the Division for Children Youth & Families (DCYF) central registry pursuant to RSA 169-C:35, and subject to other states central registry lists. I understand that the central registry check will identify whether there are any substantiated allegations of child abuse against me and/or the existence of any open child abuse investigations, where I have been identified as an alleged perpetrator of child abuse. Further, I understand that any investigatory reports related to such substantiated allegations and/or open investigations may be received as part of this application. By executing this agreement, I hereby waive the time limits prescribed by RSA 541-A:29 and acknowledge that this application will not be deemed approved or granted prior to the agency's actual receipt and review of my Criminal History Record Check.

I agree that the social security number shall be used to search the "National Association of State Directors of Teacher Education and Certification (NASDTEC)" Clearinghouse in accordance with Ed 505.08(d) and RSA 21-N:9, II(s).

Last Revised 5/10/2024

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 saved as 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**' (driver's license) and next '**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.

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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.