

Criminal History Record Check Instructions for Completers' Licensure Applications

When you submit your application for initial licensure to the NH DOE, complete this criminal history record check requirement within 30 days. This requirement includes both fingerprinting AND a clearance application. *Criminal History Record Checks completed for employment purposes or enrollment in a program cannot be used to replace the NHED Criminal History Record Checks.*

You may choose to complete the **fingerprinting by using the Department of Safety portal to make an appointment at one of their seven linked sites OR you may choose to get fingerprinted at a police station of your choice and then mail the required documents to the Department of Safety.**

The **clearance application must be completed within 30 days of your fingerprinting or your fingerprints will expire and will need to be redone.**

In this document:

- [Fingerprinting using the Department of Safety portal](#)
- [Fingerprinting using a police department of your choice](#)
- [The criminal history record check Clearance Application](#)

NH DOS Online Portal for Fingerprinting Appointments

Do not begin the fingerprinting process (step 1) if you are not ready to complete step 2 as well. Fingerprints expire and will have to be redone if the clearance application (step 2) is not completed in a timely manner.

This is the most direct and fastest way to complete the criminal record check. It requires a visit (by appointment) to one of 7 designated Live Scan sites (listed below). Be prepared to pay online by credit card.

If you must get your fingerprints at a different location, this will involve mailing materials to the State Police. please call the Holmes Center for assistance.

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 click next.

Under Select Type of Agency, select 'Educational-Employee.'

Then under Select Agency, choose 'Department of Education.'

There will be a list of schools to choose from. Resist the urge to choose a school (even if you already have an employer). You MUST choose Department of Education in order to complete this requirement.

Agency Selection

→ 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 - Employee

Select Agency * DEPARTMENT OF EDUCATION

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

Disregard the warning. Check the box and click next.

Agency Confirmation

→ Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.

Type of Agency: Educational - Employee

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

DEPARTMENT OF EDUCATION

Address - 101 PLEASANT ST, CONCORD, NH, 03301

Phone - 6032710072

Email - susan.c.blake@doe.nh.gov

I certify that by checking this box, my results are to be disseminated to above listed agency(s). This cannot be undone and selecting the incorrect agency will require an additional payment.

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

Applicant Contact

Contact Details

Phone 1 *	<input type="text" value="Phone1"/>	Phone Type *	<input type="text" value="Please Select"/>
Phone 2	<input type="text" value="Phone2"/>	Phone Type	<input type="text" value="Please Select"/>
Email Address *	<input type="text" value="Email Address"/>	Confirm Email Address *	<input type="text" value="Confirm Email Address"/>
Contact Preference *	<input type="radio"/> Phone <input type="radio"/> Email Address		

Applicant

First Name	<input type="text" value="First Name"/>	Middle Name	<input type="text" value="Middle Name"/>
Last Name *	<input type="text" value="Last Name"/>	Suffix	<input type="text" value="Please Select"/>
Maiden Name	<input type="text" value="Maiden Name"/>	Date of Birth *	<input type="text" value="MM/DD/YYYY"/>

Have you ever changed your name since birth? (Married? Divorced? Court order name change?)

Applicant Address

Address Where You Live (Legal)

Street *	<input type="text" value="Street"/>	City *	<input type="text" value="City"/>
State *	<input type="text" value="NEW HAMPSHIRE"/>	Zip Code *	<input type="text" value="Zip Code"/>
<input type="checkbox"/> Mailing and Legal Address are same			
Street *	<input type="text" value="Street"/>	City *	<input type="text" value="City"/>
State *	<input type="text" value="NEW HAMPSHIRE"/>	Zip Code *	<input type="text" value="Zip Code"/>

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Schedule your appointment for fingerprinting. Choose a date and time range, then you will be given locations from which to choose.

Schedule an Appointment

- To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
 - To narrow down your search, you have the option of selecting a window of time.
- Once you find the appointment date and time that you want to book, click on it and then click next.
- Please note that appointments must be booked within 90 days of today's date.

Date * appointment between and

[Search](#)

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Live Scan Sites for Use with NH DOE Online Portal

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

Once you choose a location, the available timeslots for the date you chose will appear. If you do not see the location of your choice, you will need to pick a different date and/or time.

Please select a location to see the number of appointments available.

Location * Please Select

- Please Select
- CONCORD - 10 timeslot Available
- CONCORD - 10 timeslot Available
- MANCHESTER - 9 timeslot Available
- SALEM - 8 timeslot Available
- TAMWORTH - 8 timeslot Available

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Please select a location to see the number of appointments available.

Location * CONCORD - 10 timeslot Available Address: CONCORD ROOM 101 – DEPARTMENT OF SAFETY BUILDING, 1ST FLOOR
HAZEN DRIVE, CONCORD, NH 03305

Appointment Start Time	Number of Appointments Available
08:30 AM	1
08:45 AM	1
09:00 AM	1
09:15 AM	1
09:30 AM	1
09:45 AM	1
10:00 AM	1
10:30 AM	1
10:45 AM	1
11:00 AM	1

I certify, by checking this box that my selected time AND location is where I will be fingerprinted. I understand that arriving at a location/time other than my above selected option will not be acceptable and will require a reschedule.

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The next page will show you your information and appointment details.

Confirm Your Appointment Details

- We will hold your appointment slot for 15 mins while you review and complete the payment step.
- Please note your appointment is not reserved until successfully paid for.
- Review all information that has been entered for the applicant, agency receiving results, and appointment details.
 - If changes are required, select the 'Review & Change Information' button at the bottom of the screen and make applicable changes.
 - If no changes are required, select 'Pay Now' to proceed to the payment screen.
 - If you want to start again, select the 'Start Over' button.
- Please ensure you arrive at your selected date/time. Arriving long before or after your allotted timeframe will NOT guarantee you can be fingerprinted and may require a complete reschedule.

Make sure it is correct. Confirm your appointment and pay the associated fee (\$48.25) by credit card.

Fingerprint Appointment Details

Please ensure you arrive at your selected date/time. Arriving long before or after your allotted timeframe will NOT guarantee you can be fingerprinted and may require a complete reschedule.

Date 07/25/2024 **Time** 09:30 AM
Location CONCORD - DEPARTMENT OF SAFETY BUILDING
33 HAZEN DRIVE, CONCORD, NH 03305

Receiving Agency Details

Agency Type Educational - Employee **Query Code** PF-08 **Fee** 48.25

Agency Name	Address
DEPARTMENT OF EDUCATION	10 PLEASANT ST, CONCORD, NH, 03301

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NH State Police Fingerprint Processing Fee	\$10.00
FBI Fee	\$13.25
Total Amount	\$48.25

I certify that all information up to this point is true and this application is signed under penalty of unsworn falsification pursuant to RSA 641:3

[Start Over](#)

[Review & Change Information](#)

[Pay By Credit Card](#)

Make sure you have a government issued ID with you at your appointment. Arrive a few minutes early.

If you have questions, please contact the NH Department of Safety.

Police Station of Your Choice for Fingerprinting Appointments

This option can be completed at any police department or LiveScan site with fingerprinting capability and may work best for students living away from the DOE Portal sites and campus. Following you will find the list of LiveScan sites in NH. **However, the ink method is just fine as well, so the places on the list below are not your only options.**

NH LiveScan Sites (not available via DOE portal)		
Dover PD	Salem PD	Hanover PD
Belknap County Jail	Laconia PD	Plaistow PD
Conway PD	Men's Prison	Goffstown PD
Cheshire County Jail	Women's Prison	Atkinson PD
Coos County Jail	Claremont PD	Somersworth PD
Grafton County Jail	Londonderry PD	Newport PD
Hooksett PD	Hudson PD	Epping PD
Merrimack County Jail	Berlin PD	Alton PD
Merrimack PD	Lebanon PD	Exeter PD
Seabrook PD	Rockingham County Jail	Hampton PD
Sullivan County Jail	Strafford County Jail	Windham PD
Concord PD	Littleton PD	Franklin PD
Derry PD	Plymouth PD	Hollis PD
Keene PD	Troop B	New London PD
Manchester PD	Carroll County Jail	Newington PD
Nashua PD	Bedford PD	Pelham PD
Portsmouth PD	Kingston PD	
Rochester PD	NH Department of Corrections	

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

Plymouth Police Department and PSU's Officer Amanda Hutchins are available by appointment for PSU students for fingerprinting. [Use this link](#) to book an appointment.

If you wish to use a different police department, contact the site, explain that you are in need of fingerprinting for a criminal history record check for a NH Department of Education requirement (not for a school district or an employer) so that you can apply for your first NH license in teaching. Don't forget to ask if there will be a fee charged at the site and what form of payment to bring with you.

Follow the instructions you are given.

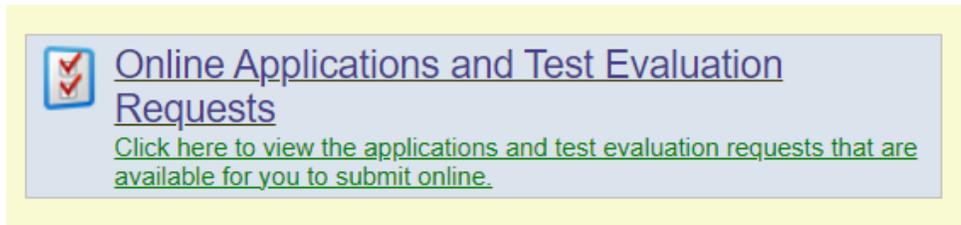
Arrive at your appointment few minutes early, Make sure you have a **government issued ID** with you, and arrive at your appointment.

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.

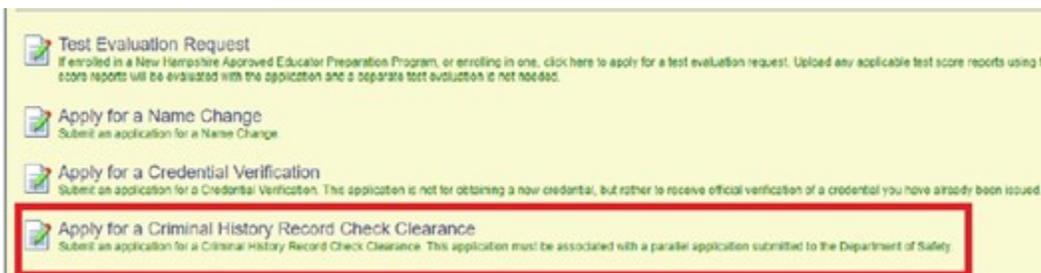
Criminal History Record Check Clearance Application

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

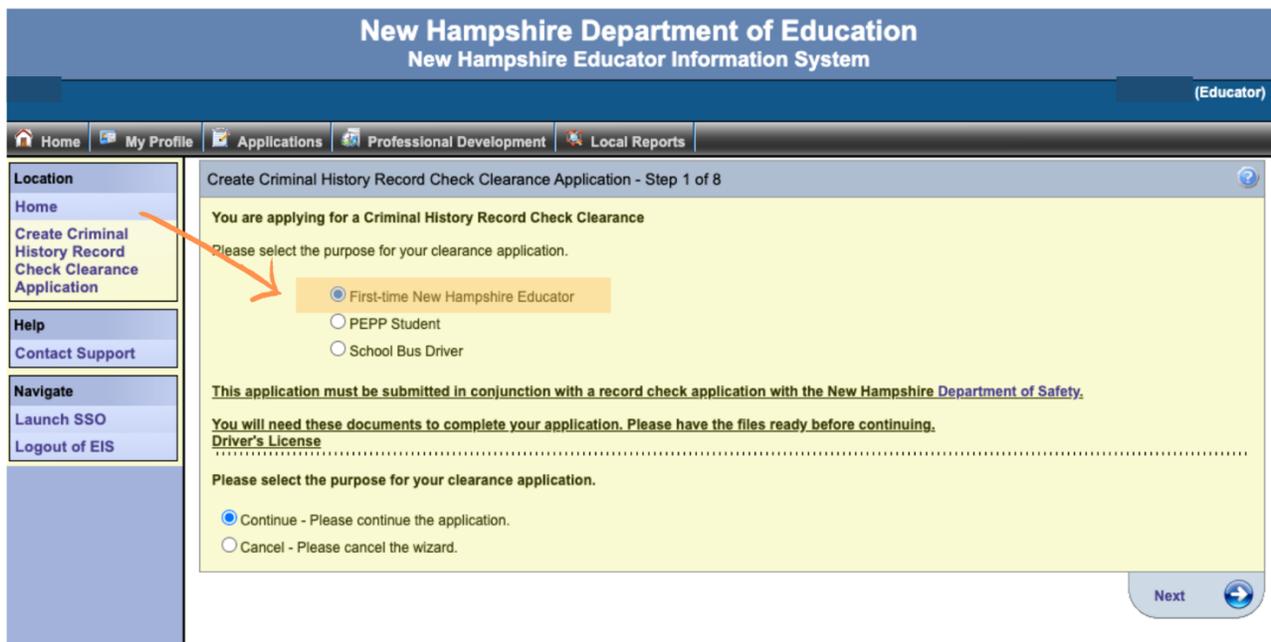
From your EIS profile, choose 'Online Application and Test Evaluation Requests.'



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



Select **First-time New Hampshire Educator** 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.

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

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.