# 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 <u>here</u> 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.

→ To select an agency first select the Agency Type from 1	the drop down list. Selecting the agency two		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.				
Select Agency drop down. Once the agency type is select	→ 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 down. Once the agency type is selected then find and select the specific agency you wich your results to be delivered to.						
Select Agency grop down. Once the agency type is select	ed then find and select the specific agency	YOU WISH YOUR RESULTS TO BE DELIVERED TO.					
→ Note: For 'School Transportation Agency' applicant	s only -you may select more than one age	ncy from the 'Agency' drop down. Each	h additional				
agency selected will incur an additional \$5 charge.							
Select Type Of Agency *	Educational - Employee	~					
Select Type Of Agency *	Educational - Employee						
Select Type Of Agency *	Educational - Employee	w listed school district. If you are seekin	ng employment with				
Select Type Of Agency •	Educational - Employee This option only applies to the be the municipality in a capacity oth Employees? Bloges onto the fee	ow listed school district. If you are seekin r than the school district, please exit and	ng employment with I select "Municipal				
Select Type Of Agency *	Educational - Employee This option only applies to the be the municipality in a capacity oth Employees? Please note, the fee	w listed school district. If you are seekin r than the school district, please exit and or "Educational Employee" is \$48.25. If y	ng employment with I select "Municipal You are seeking to be				
Select Type Of Agency *	Educational - Employee This option only applies to the be the municipality in a capacity oth Employees <sup>*</sup> . Please note, the fee	w listed school district. If you are seekin or than the school district, please exit and or "Educational Employee" is \$48.25. If y	ng employment wit I select "Municipal rou are seeking to l				
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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 schoo please exit and select "Municipal Employees". Ple Volunteer" the fee is \$21.25. If you are unsure if y	ol district. If you are seeking employment with the municipality in a capacity other than the school district, ease note, the fee for "Educational Employee" is \$48.25. If you are seeking to be a "Educational 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 an additional payment.	o be disseminated to above listed agency(s). This cannot be undone and selecting the incorrect agency will require			

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

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Applicant Contact				
Contact Details				
Phone 1 *	Phone1	Phone Type *	Please Select	~
Phone 2	Phone2	Phone Type	Please Select	~
Email Address *	Email Address	Confirm Email Address *	Confirm Email Address	
Contact Preference *	O Phone O Email Address			
Applicant				
First Name	First Name	Middle Name	Middle Name	
Last Name *	Last Name	Suffix	Please Select	~
Maiden Name	Maiden Name	Date of Birth *	MM/DD/YYYY	
Have you ever changed	your name since birth? (Married? Divorced? Court orde	r name change?) Add/Edit Alia	5	
				Back Next

Applicant Address						
Address Where You Live (Legal)						
Street *	Street	City *	City			
State *	NEW HAMPSHIRE	Zip Code *	Zip Code			
Mailing and Legal Addr	ress are same					
Street *	Street	City *	City			
State *	NEW HAMPSHIRE V	Zip Code *	Zip Code			
			Back			

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

To schedule an a     To narrow do	ppointment for fingerprinting, e vn your search, you have the optior	nter a date using MM/DD/YYYY format. n of selecting a window of time.		
Once you find the	appointment date and time that	at you want to book, click on it and then click next		
Please note that a	ppointments must be booked w	vithin 90 days of today's date.		
Date *	MM/DD/YYYY	appointment between	✓ and	

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.



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



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

Fingerprint Appoi	ntment Details				^
Please ensure you a fingerprinted and m	arrive at your selected date/time. Arri nay require a complete reschedule.	ving long before or after your allo	tted timeframe wil	ill NOT guarantee you can be	
Date	07/25/2024	Time	09:30 AM	Μ	
Location	CONCORD - DEPARTMENT OF 33 HAZEN DRIVE, CONCORD, 1	SAFETY BUILDING NH 03305	0		
Receiving Agency Details					
Agency Type	Educational - Employee	Query c. te PF	-08	Fee 48.25	
Agency Name		Addi 15			
Service & Paymer	nt Summary				^
Services				Fee Amount	
NHSP Criminal Rec	cord Check Fee			\$25.00	
NH State Police Fir	ngerprint Processing Fee			\$10.00	
FBI Fee				\$13.25	
		Т	otal 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				Dev Dr. Cred	it Card
Start Over			Review & Chang	ge information Pay By Cred	n 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.* <u>Use this link</u> 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.

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 (CHRR – next page). This does *not* need to be notarized.

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

Mail the CHRR form (following), a check for \$47.00, and the LiveScan form OR the inked card to the Department of Safety address at the top of the CHRR form.



# Criminal History Record Check Clearance Application

<u>Click here</u> 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.

	New Hampshire Department of Education New Hampshire Educator Information System				
	(Educator)				
🏠 Home 🏼 💷 My Profi	ie 📓 Applications 🚳 Professional Development 🏾 🧏 Local Reports				
Location	Create Criminal History Record Check Clearance Application - Step 1 of 8				
Home	You are applying for a Criminal History Record Check Clearance				
Create Criminal History Record Check Clearance	Please select the purpose for your clearance application.				
Help	First-time New Hampshire Educator     O PEPP Student				
Contact Support	O School Bus Driver				
Navigate	This application must be submitted in conjunction with a record check application with the New Hampshire Department of Safety.				
Launch SSO	You will need these documents to complete your application. Please have the files ready before continuing.				
Logout of EIS	Driver's License				
	Please select the purpose for your clearance application.				
	Continue - Please continue the application.				
	O Cancel - Please cancel the wizard.				
	Next 🥥				

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

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Carefully read and answer the application questions in step 5.

You	are applying for a Criminal History Record Check Clearance		
lea	se answer the following required questions of the Criminal History Disclosure Statement.		
res	No Question		
0	O Have you ever been convicted of a felony?		
0	O Have you ever had a teaching credential revoked?		
O O Have you ever surrendered your teaching credential in any other state or country?			
0	Are you currently being investigated in any other state?		
0	O Have vou ever held a New Hampshire credential?		
	If yes what year did it evolve?		
	I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentations, 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 195-3, 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		
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	Continue - Please continue the wizard		
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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 <u>instructions for converting a picture to a PDF</u>.

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 Please provide the required documentation				
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 y	ou need.				
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Document Type: Select a document type					
Add File					
Files to be imported: Document Name: Drivers License.pdf					
Document Type: Driver's License Remove	View				
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.					
O Cancel - Please cancel the wizard.					
Previous Next 🕥					

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.