Criminal History Record Check for Completers - First Time Applicants

1. Fingerprinting

Fingerprinting can be completed at any police department or LiveScan site and may work best for students living away from the DOE Portal sites, away from campus, including in another state. *Either the LiveScan or the traditional ink method will be accepted.*

Choose the site you plan to use:

A. NH Department of Safety has a portal set up for fingerprinting appointments. The options are:

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

Make sure to choose the agency type and agency as follows. The fee for processing is \$47.00. <u>Use this link</u> to schedule an appointment.

Select Type Of Agency *	School Employee NHRSA 189 13	
	This option only applies to the below listed school district municipality in a capacity other than the school district, pl Employees". Please note, the fee for "Educational Employe "Educational Volunteer" the fee is \$20. If you are unsure in contact your SAU prior to selecting an option.	t. If you are seeking employment with lease exit and select "Municipal ee" is \$47. If you are seeking to be a if you are an employee or volunteer, p
Select Agency *	DEPARTMENT OF EDUCATION X -	

NOTE: Options B and C both require mailing paperwork (including a check for \$47) to the NH Department of Safety (instructions below); option A does not.

- **B.** Plymouth Police Department and PSU's Officer Amanda Hutchins are available by appointment for PSU students for fingerprinting. There will be a **LiveScan form** provided, and the Officer Hutchins will enter a tracking number on the form. **Take** *this form with you*. She may also give you a printed fingerprint card which you can keep. <u>Use this link</u> to book an appointment.
- **C.** 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.

If LiveScan is used, there will be a **LiveScan form** provided, 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.

If ink is used, your 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.



When you get your fingerprinting done:

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

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

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

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



2. Complete the Criminal History Record Check Clearance Application on your NH DOE EIS account.

<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 Profile	📓 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.
Application	First-time New Hampshire Educator
Help	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
	Cancel - Please cancel the wizard.
	Next 🥹

For steps 2 - 4 verify your personal information including address, phone number email, etc. Make sure you used your personal contact info, not PSU.

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e edit the protein intornation and click the next bullon. application you are applying for may require a fee. Please have your credit card on hand.	You are applying for a Criminal History Record Check Clearance
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Carefully read and answer the application questions in step 5.



For step 6, upload the required document. Your driver's license picture must be in a **pdf** file, no larger than 15mb. In case you need them, here are <u>instructions for converting a</u> <u>picture to a PDF</u>. Your valid driver's license is acceptable, regardless of which state it was issued.

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	0
You are applying for a Criminal History Record Check Clearance	
Providing evidence of these requirements will enable your application review. During that revi add them now or do so later from your Educator home page. PDF format, max 15 MB per file	ew additional requirements may be identified And requested. You can
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 n File: Choose File No file chosen Document Type: Sector a document type	eed.
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hereby certify that I am the individual listed in this application, and that all info documentation, is true, accurate, and complete to the best of my knowledge.	ormation provided herein, including all accompanying
Once you have completed selecting documents for upload, click on the Next button.	
Save - Please save the documents.	
O Cancel - Please cancel the wizard.	
O 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.

If you have questions, please contact the Holmes Center.

	New H	ampshire D	epartment	of S	afety	
	DIVIS	SION OF	STATE	POL	ICE	
	Centra	Repository	for Crimin	al Rec	ords	
	33 Ha	zen Drive,	Concord,	NH 0	3305	
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107-5 C						
SCHOOL EMPLOYEE/VOLUNT	EER CRIMINAL	HISTORY REC	CORD CHEC	K – RS	A 189:1	3-A
hereby authorize the New Hampshire Depar	tment of Safety, Divisi	ion of State Police	to notify the S	uperinten demu. or	dent/Chief	Executive
he presence of any Felony and/or Misdemear	nor Criminal History R	ecord Conviction p	ursuant to RSA	189:13-a	L.	scribbi bi
CHRI RELEASED TO:		SAU #				
Department of Education-Bureau of Credentia Name of SAU	aling	Employee	7			
Susan Blake or Kimberly Wilson						
101 Pleasant Street		Volunteer L	1			
Address	ENA	Prepaid Accourt	nt Number			
Concord, NH 03301		0				
CHRI TO BE REQUESTED ON:						
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03.12 Procedure for Correcting a CHRI (a) Persons or t	heir attorneys desiring acc	ess to their CHRI for	the purpose of ohe	lience or o	orrection sha	all appear at
ry. (b) A copy shall be provided to a person if after revie ion of his/her CHFI which he/she believes to be inaccur.	w heiche indicates heiche ate or incorrect, and shall a	needs the copy to pun lice give a correct ven	ue the challenge. (Any period Any period	son making a explanation o	t ohalienge cl
incher version to be correct. (d) The director shall take or court which submitted the record to compare the infor- the information submitted and the information maintain	mation to determine wheth	er the challenge is val	d; (2) If the challer	nge is valid,	which mean	s there is a d
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what has been reported to the Repository an	id may not be a compl	ete Criminal Histo	ry Record of the	e named l	ndividual.	
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