

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. [Use this link](#) to schedule an appointment.

Select Type Of Agency *

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 \$47. If you are seeking to be a "Educational Volunteer" the fee is \$20. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

Select Agency *

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. Use this link 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.

APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK	
LAST NAME		FIRST NAME	
RESIDENCE OF FOREIGN PASSPORTHOLDER	MARITAL STATUS	C	D
RESIDENCE OF FOREIGN PASSPORTHOLDER	CITY	STATE	DATE OF BIRTH
SEX	CITY	STATE	PLACE OF BIRTH
RESIDENCE OF FOREIGN PASSPORTHOLDER	PARENTAL CONTROL NO.	UCN	
RESIDENCE OF FOREIGN PASSPORTHOLDER	PARENTAL CONTROL NO.	WNU	
RESIDENCE OF FOREIGN PASSPORTHOLDER	MILITARY IDENTIFICATION NO.		
RESIDENCE OF FOREIGN PASSPORTHOLDER	MILITARY IDENTIFICATION NO.		
L. & R. THUMB	L. & R. INDEX	L. & R. MIDDLE	L. & R. RING
L. & R. THUMB	L. & R. INDEX	L. & R. MIDDLE	L. & R. RING
L. & R. THUMB	L. & R. INDEX	L. & R. MIDDLE	L. & R. RING

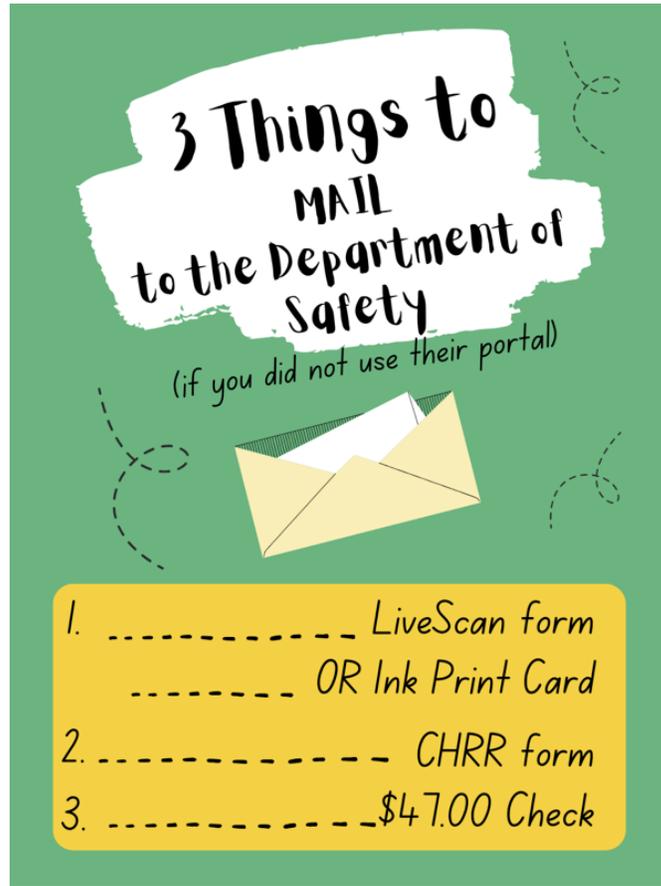
When you get your fingerprinting done:

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.

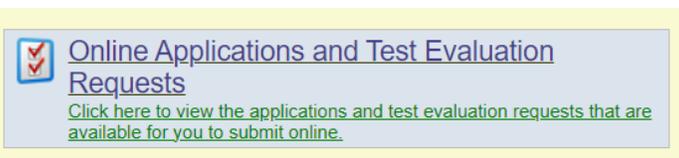
Mail the CHRR form, a check for \$47.00, the LiveScan form OR the inked card to the Department of Safety address at the top of the CHRR form.



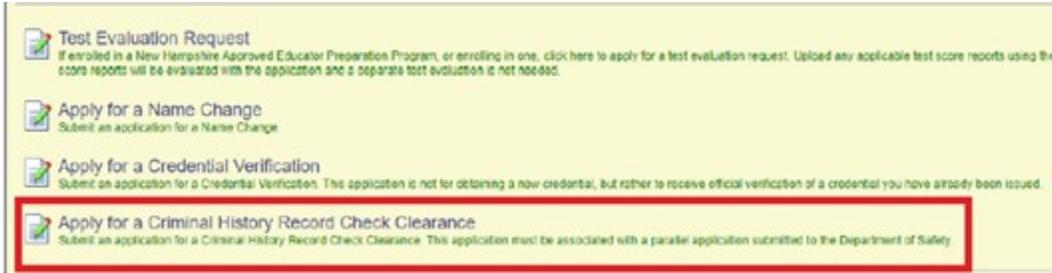
2. Complete the Criminal History Record Check Clearance Application on your NH DOE EIS account.

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

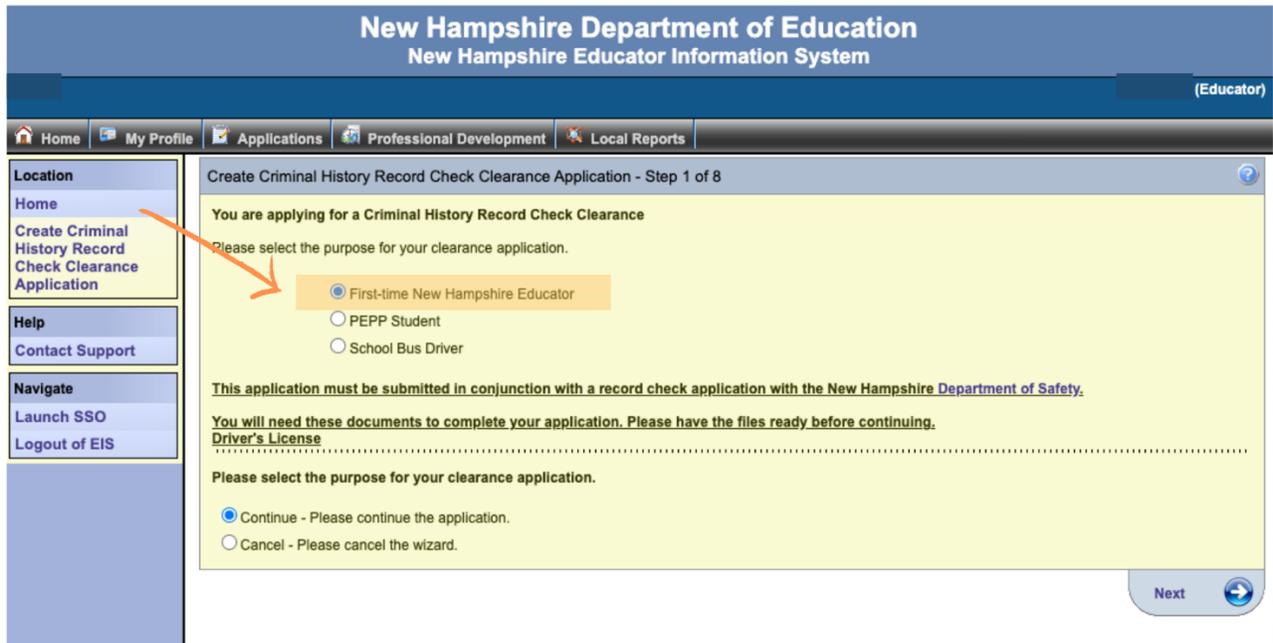
From your EIS profile, choose 'Online Application and Test Evaluation Requests.'



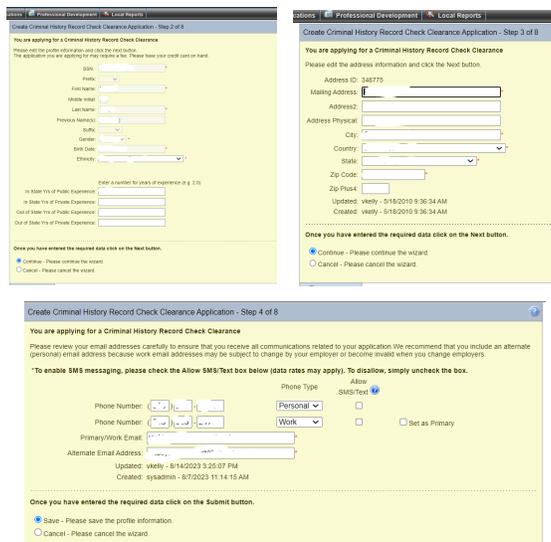
Select 'Apply for a Criminal History Record Check Clearance.'



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. Make sure you used your personal contact info, not PSU.



Carefully read and answer the application questions in step 5.

Create Criminal History Record Check Clearance Application - Step 5 of 8

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

- Have you ever been convicted of a felony?
- Have you ever had a teaching credential revoked?
- Have you ever surrendered your teaching credential in any other state or country?
- Are you currently being investigated in any other state?
- Have you ever held a New Hampshire credential?

If yes, what year did it expire? And under what name?

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 169:10 as well as a check for findings of abuse in the Division for Children Youth & Families (DCYF) central registry pursuant to RSA 169:35, 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](#)

By checking this box, I certify that I have read the Educator Code of Conduct. In so certifying, I understand that the Educator Code of Conduct, EOC 510 sets forth 4 Principles: (1) Responsibility to the Education Profession and Educational Professionals; (2) Responsibility to students; (3) Responsibility to the School Community; and (4) Responsible and Ethical Use of Technology, which as a credentialed educator, I am obligated to follow. A founded violation of any of the principles of the Educator Code of Conduct may result in a written reprimand, suspension or revocation of my Educator credential. Additionally, in so certifying, I understand that pursuant to EOC 510:2, I have a duty to report any suspected violation of the code of conduct. Failure to report a suspected violation of the Educator Code of Conduct may result in a written reprimand, suspension or revocation of my Educator credential. [View Code of Conduct](#)

Last Revised 11/8/2015

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 in a **pdf file, no larger than 15mb**. In case you need them, here are [instructions for converting a picture to a PDF](#). **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

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.

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.

