

# Step 1 - Option A

## NH DOE Online Portal

**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 (see list below). Be prepared to pay by credit card online.**

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 hit next.

Under Select Type of Agency, select School-Volunteer NHRSA 189-A.'

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

Select Type Of Agency \*

School Volunteer NHRSA 189 13-A

This option only applies to the below listed school district. If you are seeking to volunteer with the municipality in a capacity other than the school district, please exit and select "Municipal Volunteers". Please note, the fee for "Educational Volunteer" is \$20. If you are seeking to be a "Educational Employee", the fee is \$47. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

Select Agency \*

DEPARTMENT OF EDUCATION

Click 'next.'

Then read, check the box, and click 'yes.'

## 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 - Volunteer

This option only applies to the below listed school district. If you are seeking to volunteer with the municipality in a capacity other than the school district, please exit and select "Municipal Volunteers". Please note, the fee for "Educational Volunteer" is \$21.25. If you are seeking to be a "Educational Employee", the fee is \$48.25. 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.

No

Yes

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

## 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 order name change?)

Add/Edit Alias

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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 \*

☐

Phone

☐

Email Address

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Next

**Applicant Address**

**Address Where You Live (Legal)**

Street \*  City \*

State \*  Zip Code \*

☐ Mailing and Legal Address are same

Street \*  City \*

State \*  Zip Code \*

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Schedule your appointment for fingerprinting.

**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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Choose a date and time range, then you will be given locations from which to choose.

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.

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  
101 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 (\$20.00) by credit card.

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

### 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** 08/06/2025 **Time** 11:00 AM  
**Location** CONCORD - DEPARTMENT OF SAFETY BUILDING  
33 HAZEN DRIVE, CONCORD, NH 03305

### Receiving Agency Details

**Agency Type** School Volunteer NHRSA 189 13-A **Query Code** 18 **Fee** 20

Agency Name	Address
DEPARTMENT OF EDUCATION	101 PLEASANT ST, CONCORD, NH, 03301

### Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$10.00
FBI Fee	\$10.00
<b>Total Amount</b>	<b>\$20.00</b>

☐ 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](#)

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

You have completed Step 1 of the Criminal Record Check.

Please, go back to the [Instructions](#) page to move on to Step 2.