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.

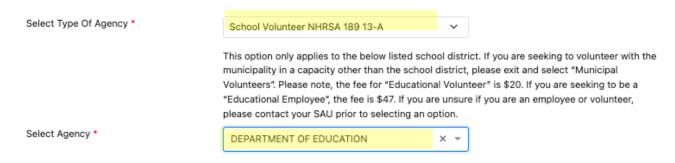
Before you begin, please click <u>here</u> to read the instructions.

Schedule a New Appointment

Click on the box at the bottom certifying that you understand the process, and hit next.

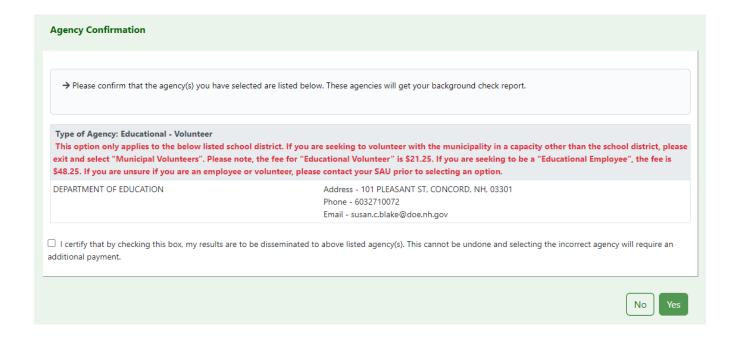
Under Select Type of Agency, select School-Volunteer NHRSA 189-A.'

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

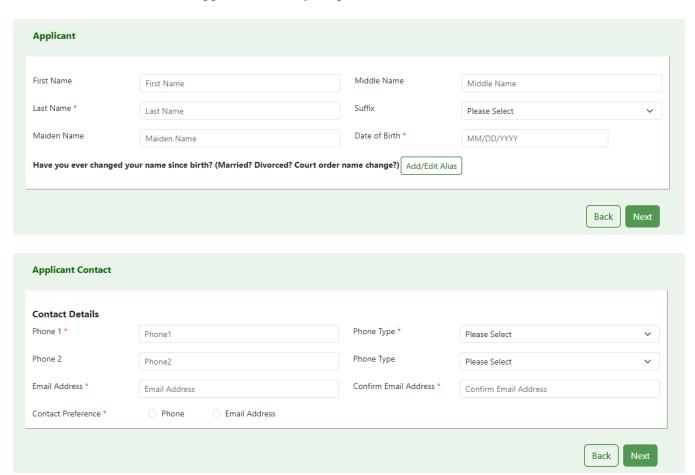


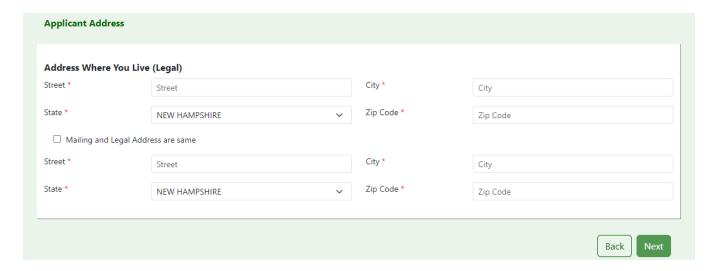
Click 'next.'

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

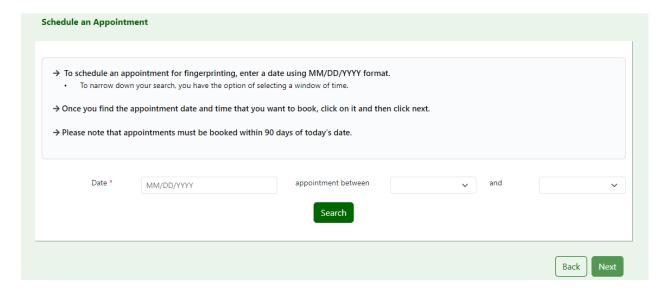


Fill out the remainder of the application with your personal information.

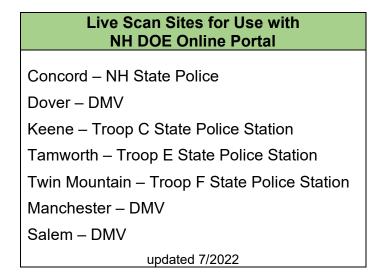




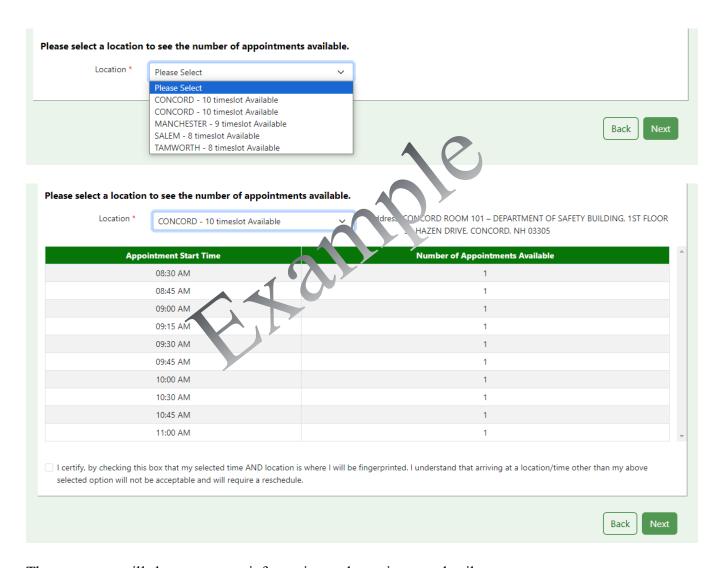
Schedule your appointment for fingerprinting.



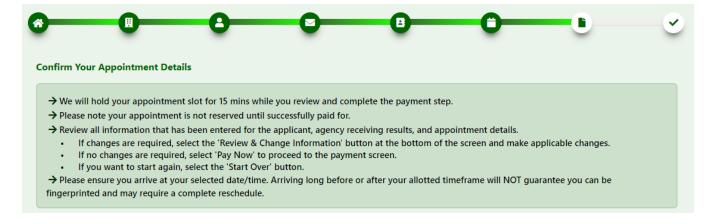
Choose a date and time range, then you will be given locations from which to choose.



Once you choose a location, the available timeslots for the date you chose will appear.

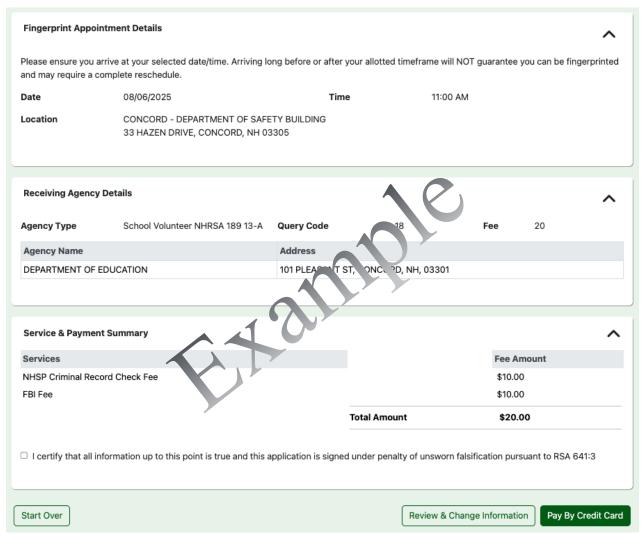


The next page will show you your information and appointment details.



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.



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

You have completed <u>Step 1</u> of the Criminal Record Check.

Please, go back to the <u>Instructions</u> page to **move on to <u>Step 2</u>**.