

Step 1- Option B

Plymouth Police Department

This option requires a visit (by appointment only) to the Plymouth Police Department. There you will meet a PSU Police Officer to complete the fingerprinting portion of the criminal record check (see hours below).



[Click here](#) to book an appointment.

Choose a date and then a time slot. (They will turn green.)

Holmes Center State Required Criminal Background Check

Teacher Candidate Criminal
Record Check for NH ED

Your appointment will take place at Plymo... [Read more](#)
15 minutes

DATE

< > February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

TIME

9:00 AM	9:15 AM	9:30 AM
9:45 AM	10:00 AM	10:15 AM
10:30 AM	10:45 AM	1:00 PM
1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM

All times are in (UTC-05:00) Eastern Time (US & Canada)

Add your details (name, email and phone number are required).

You will be taken to a confirmation screen and will receive an email as well.

NOTE: You must book at least 36 hours in advance of your appointment. You must give 36 hours' notice of a cancellation via Bookings. In the case of an emergency cancellation on the day of your appointment, call 603.535.2179 and leave a message.

Make sure you have a **government issued ID and your PSU ID** with you at your appointment.

Arrive a few minutes early at the **Town of Plymouth PD (334 Main St)**.

Explain that you are a PSU student there to meet a PSU Officer for teacher candidate fingerprinting.

Make sure you have a **government issued ID** and your PSU ID (not required but may be helpful) with you at your appointment.

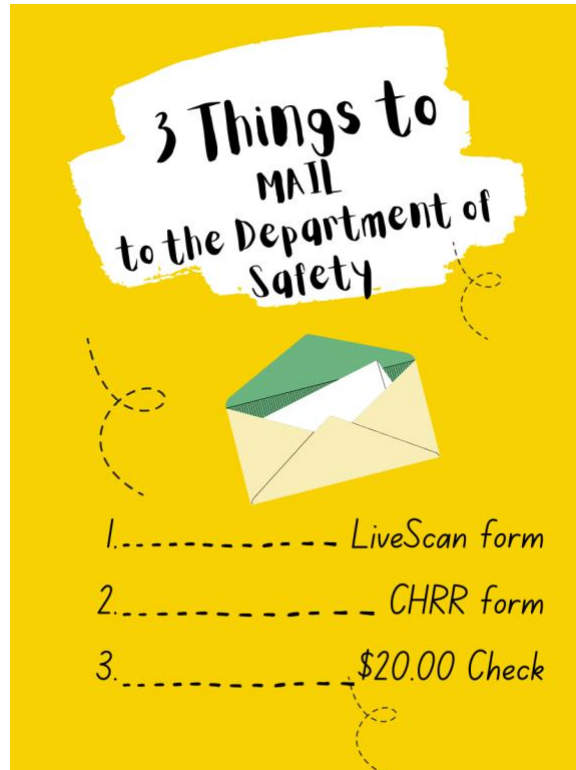
Arrive a few minutes early.

There will be a **LiveScan form** provided to you, 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.

You may complete the next set of instructions on your own or, it is recommended that, following your fingerprinting appointment, you head right over to the Holmes Center (317 Rounds Hall) for assistance.

You must complete the following in order for the NH Department of Safety to do your background check and send the results to the NH DOE. Note that your fingerprints will expire in 30 days from the day they are taken, so do not wait to do this.

- Fill out the Criminal History Record Check Release Form (next page). This does *not* need to be notarized.
- Make your check payable to: State of NH - Criminal Records.
- **Mail the CHRR form, a check for \$20.00, and the LiveScan form OR the inked card** to the Department of Safety address at the top of the CHRR form.



If you have questions, please contact the Holmes Center.

You have completed Step 1 of the Criminal Record Check.
Please go back to the [Instructions](#) page to go on to Step 2 (DOE clearance application with \$100 fee).



New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD RELEASE FORM

SCHOOL EMPLOYEE/VOLUNTEER CRIMINAL HISTORY RECORD CHECK – RSA 189:13-A

I hereby authorize the New Hampshire Department of Safety, Division of State Police to notify the Superintendent/Chief Executive Officer of an employing school administrative unit, school district, chartered public school, public academy, or non-public school of the presence of any Felony and/or Misdemeanor Criminal History Record Conviction pursuant to RSA 189:13-a.

CHRI RELEASED TO:

Department of Education-Bureau of Credentialing

Name of SAU

Susan Blake or Kimberly Wilson

Superintendent/Chief Executive Officer

101 Pleasant Street

Address

Concord, NH 03301

SAU # _____

Employee ☐

Volunteer ☒

Prepaid Account Number _____

CHRI TO BE REQUESTED ON:

Name: _____
LAST (MAIDEN) FIRST MI

Address: _____
STREET CITY STATE ZIP

Date of Birth: ____/____/____ Social Security # (optional): ____/____/____

By signing below you are certifying that you are the individual listed above and that the information provided is true under penalty of forgery and/or unsworn falsification.

Releasee's Signature: _____ Date: ____/____/____

Notary's Signature: _____ Date: ____/____/____
(Affix seal)

RECORD CHALLENGE

SAF-C 5703.12 Procedure for Challenging a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 641. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

~~Fees: ☐ LIVESCAN - \$37.00 or ☐ INKED - \$47.00 for Employees and \$20.75 for Volunteers~~
~~NHSP-LIVESCAN FEES: \$47.00 for Employees and \$30.75 for Volunteers~~

☐ Applicant fingerprint card must be submitted at the same time as payment and this form.

Fee = \$20.00

☐ Make checks payable to: State of NH – Criminal Records