

# Step 1- Option B

## Plymouth Police Department

**This option requires a visit (by appointment only) to the Plymouth Police Department. There you will 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**

 **TIME**

< > February 2026

S	M	T	W	T	F	S
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

9:00 AM	9:15 AM	9:30 AM
9:45 AM	10:00 AM	10:15 AM
10:30 AM	10:45 AM	

⌚ 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 603.535.1804, extension 106.

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Make sure you have a **government issued 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 for teacher candidate fingerprinting for the Holmes Center and required by the NH Department of Education.

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

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.

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*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. It gives your permission for the Department of Education to receive your background check results.
- 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).



