

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 'Educational-Volunteer'.

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

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select 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.

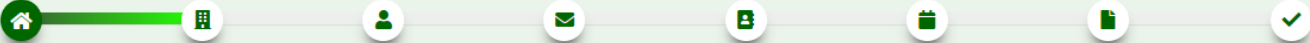
Select Agency *

DEPARTMENT OF EDUCATION

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Disregard the warning. Check the box, and click next.



Agency Confirmation

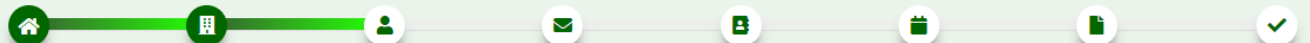
→ Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.

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
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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.

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



Applicant

First Name	<input type="text" value="First Name"/>	Middle Name	<input type="text" value="Middle Name"/>
Last Name *	<input type="text" value="Last Name"/>	Suffix	<input type="text" value="Please Select"/>
Maiden Name	<input type="text" value="Maiden Name"/>	Date of Birth *	<input type="text" value="MM/DD/YYYY"/>

Have you ever changed your name since birth? (Married? Divorced? Court order name change?)

Applicant Contact

Contact Details

Phone 1 * Phone Type *

Phone 2 Phone Type

Email Address * Confirm Email Address *

Contact Preference * Phone Email Address

Applicant Address

Address Where You Live (Legal)

Street * City *

State * Zip Code *

Mailing and Legal Address are same

Street * City *

State * Zip Code *

Schedule your appointment for fingerprinting. Choose a date and time range, then you will be given locations from which to choose.

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

**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
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 (\$21.25) by credit card.

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	12/12/2023	Time	09:00 AM
Location	33 HAZEN DRIVE, CONCORD, NH, 03305		

Receiving Agency Details

Agency Type	Educational - Volunteer	Query Code	PF-18	Fee	21.25
Agency Name	DEPARTMENT OF EDUCATION				
Address	111 PLEASANT ST, CONCORD, NH, 03301				

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$10.00
FBI Fee	\$11.25
Total Amount	\$21.25

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

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 Step 1 of the Criminal Record Check.

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