## **Step 1**- Option B Plymouth Police Department

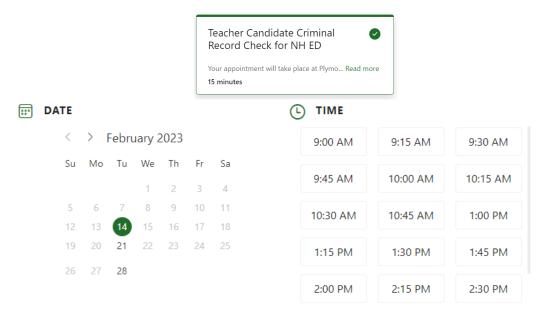
This option requires a visit (by appointment only) to the Plymouth Police Department. There you will meet PSU Officer Amanda Hutchins to complete the fingerprinting portion of the criminal record check (see hours below).



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



(i) 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 there to meet PSU Officer Amanda Hutchins.

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 at the locations listed above, 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.

Ink prints will be on an **official fingerprint card**. Make sure the *contact information for the police department (or DMV, etc.)* is written on the card. The Department of Safety will not accept the prints without this information.

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 \$21.25, 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 <u>Step 1</u> of the Criminal Record Check. Please go back to the <u>Instructions</u> page to go on to <u>Step 2</u> (DOE clearance application with \$100 fee).

CRIM	DIVI Centra 33 Ha	Hampshire Department SION OF STATE al Repository for Crimir azen Drive, Concord, STORY RECORD RELI	POLICE nal Records NH 03305	5
SCHOOL EMPLOYEE/VOLUNTEER	CRIMINAL	HISTORY RECORD CHEC	CK – RSA 189	9:13-A
I hereby authorize the New Hampshire Department Officer of an employing school administrative unit, s the presence of any Felony and/or Misdemeanor Cr	chool district, o	chartered public school, public aca	demy, or non-pu	
CHRI RELEASED TO: Department of Education-Bureau of Credentialing		SAU #		
Name of SAU	——	Employee		
Susan Blake or Kimberly Wilson Superintendent/Chief Executive Officer	——	Volunteer		
101 Pleasant Street Address	——	Prepaid Account Number		
Concord, NH 03301				
CHRI TO BE REQUESTED ON:				
Name:	(AIDEN)	FIRST		MI
		ringi		
Address:STREET	CITY	STATE		ZIP
Date of Birth: / /	Socia	al Security # (optional):	1 1	_
By signing below you are certifying that you are the i forgery and/or unsworn falsification.	ndividual listed	above and that the information pro	wided is true und	ler penalty of
Releasee's Signature:		Date:	1 1	_
Notary's Signature:(Affix seal)		Date:	1 1	
	RECORD C	HALLENGE		
AC 5703.12 Procedure for Correcting a CHEI (a) Persons or their attropository. (b) A copy chall be provided to a person if after review heicl at portion of his/her CHRI which heiche believes to be inacourse or it lieves his/her version to be correct. (d) The director shall take the foil ency or oour which submitted the record to compare the information tween the information submitted and the information maintained by the notified; and (3) if the challenge is invalid, the person shall be information all notify all non-ortiminal justice agencies, to whom the data has been cords the facts, dates, and results of each formal stage of the ortimic orded. ARNING: The Division of State Police is the Criminal Reality on what has been reported to the Repository and may	he indicates heiche noorreot, and chail owing actions with to determine whet e law enforcement discerninated in th nal justice process cord Repositor	needs the copy to pursue the ohalienge also give a correct version of his/her reco in 30 days of receipt of ohalienge: (1) Rev her the ohalienge is valid; (2) if the ohalie agency or court, the record shall be corre- the right to appeal pursuant to R8A 641, (e) he last year, of the correction.(f) The perso is through which he passes, to ensure the ry for the State of New Hampshire.	(a) Any person making with an explanating the with records and the with records and the test of the person (b) when a record has on shall be entitled to at all such steps and the second se	ing a challenge chall identity on of the reason that he/she contaot the law enforcement reans there is a discrepancy and appropriate CJAs chall been corrected, the division or review the information that is completely and acourately have received is based
		17.00 for Employees and \$20.75 Employees and \$30.75 for Volum		
Applicant fingerprint card must be submitted a	t the same tin	e as payment and this form.	Fee	e is \$21.25
Make checks payable to: State of NH – Crimina	Records			
SP382 (Effective 10/1/16)		1		