

# Criminal History Record Check Instructions for Licensure Applications

## Step 1 NH DOE Online Portal Fingerprinting

*Do not begin the fingerprinting process (step 1) if you are not ready to complete step 2 as well. Fingerprints expire and will have to be redone if the clearance application (step 2) is not completed in a timely manner.*

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 (listed below). Be prepared to pay online by credit card.

*If you must get your fingerprints at a different location, this will involve mailing materials to the State Police. please call the Holmes Center for assistance.*

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 click next.

Under Select Type of Agency, select 'Educational-Employee.'

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

*There will be a list of schools to choose from. Resist the urge to choose a school (even if you already have an employer). You MUST choose Department of Education in order to complete this requirement.*

**Agency Selection**

→ 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 \*

Select Agency \*

This option only applies to the below listed school district. If you are seeking employment with the municipality in a capacity other than the school district, please exit and select "Municipal Employees". Please note, the fee for "Educational Employee" is \$48.25. If you are seeking to be a "Educational Volunteer" the fee is \$21.25. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

Disregard the warning. Check the box and click next.

### Agency Confirmation

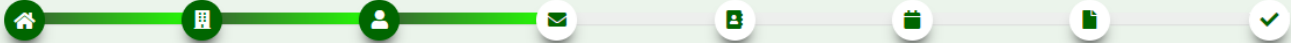
→ Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.

**Type of Agency: Educational - Employee**  
**This option only applies to the below listed school district. If you are seeking employment with the municipality in a capacity other than the school district, please exit and select "Municipal Employees". Please note, the fee for "Educational Employee" is \$48.25. If you are seeking to be a "Educational Volunteer" the fee is \$21.25. 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 Contact

**Contact Details**

Phone 1 *	<input type="text" value="Phone1"/>	Phone Type *	<input type="text" value="Please Select"/>
Phone 2	<input type="text" value="Phone2"/>	Phone Type	<input type="text" value="Please Select"/>
Email Address *	<input type="text" value="Email Address"/>	Confirm Email Address *	<input type="text" value="Confirm Email Address"/>
Contact Preference *	<input type="radio"/> Phone <input type="radio"/> Email Address		

### 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 Address

#### Address Where You Live (Legal)

Street *	<input type="text" value="Street"/>	City *	<input type="text" value="City"/>
State *	<input type="text" value="NEW HAMPSHIRE"/>	Zip Code *	<input type="text" value="Zip Code"/>
<input type="checkbox"/> Mailing and Legal Address are same			
Street *	<input type="text" value="Street"/>	City *	<input type="text" value="City"/>
State *	<input type="text" value="NEW HAMPSHIRE"/>	Zip Code *	<input type="text" value="Zip Code"/>

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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

[Search](#)

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### 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. If you do not see the location of your choice, you will need to pick a different date and/or time.

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 (\$48.25) 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** 07/25/2024 **Time** 09:30 AM  
**Location** CONCORD - DEPARTMENT OF SAFETY BUILDING  
33 HAZEN DRIVE, CONCORD, NH 03305

### Receiving Agency Details

**Agency Type** Educational - Employee **Query Code** PF-08 **Fee** 48.25

Agency Name	Address
DEPARTMENT OF EDUCATION	10 PLEASANT ST, CONCORD, NH, 03301

### Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NH State Police Fingerprint Processing Fee	\$10.00
FBI Fee	\$13.25
<b>Total Amount</b>	<b>\$48.25</b>

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 with you at your appointment. Arrive a few minutes early.

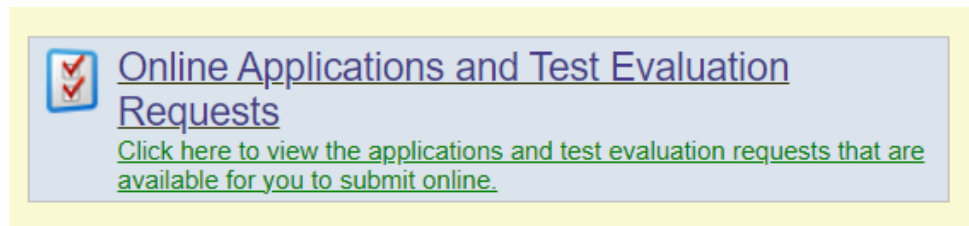
If you have questions, please contact the NH Department of Safety.

# Step 2

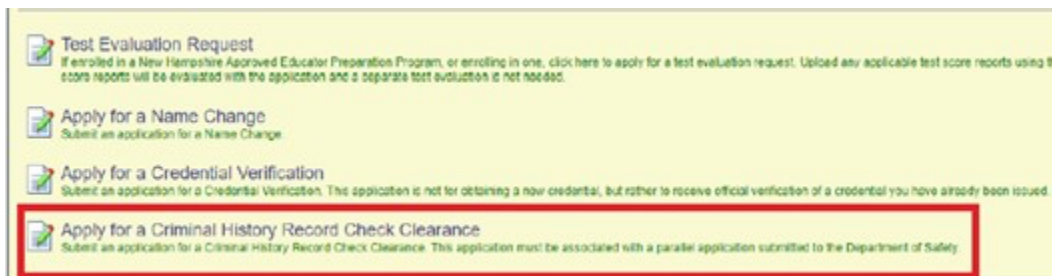
## Criminal History Record Check Clearance

[Click here](#) to log into your myNHDOE account.

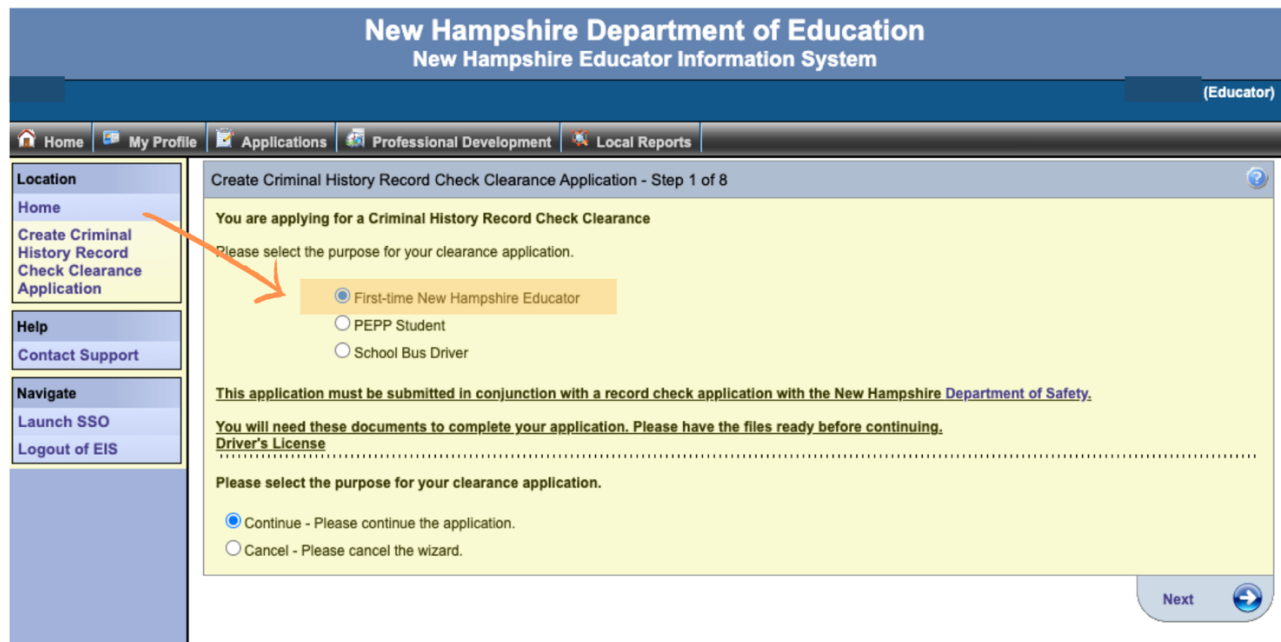
From your EIS profile, choose 'Online Application and Test Evaluation Requests.'



Select 'Apply for a Criminal History Record Check Clearance.'



Select **First-time New Hampshire Educator** as the purpose of your clearance application, then select 'continue' and click 'next'.



For steps 2 - 4 verify your personal information including address, phone number, email, etc.

The image shows two side-by-side screenshots of a web application. The left screenshot is titled "Create Criminal History Record Check Clearance Application - Step 2 of 8". It contains a form for personal information including SSN, Prefix, First Name, Middle Initial, Last Name, Previous Name(s), Suffix, Gender, Birth Date, and Ethnicity. There are also fields for experience in public and private sectors. The right screenshot is titled "Create Criminal History Record Check Clearance Application - Step 3 of 8". It contains a form for address information including Address ID, Mailing Address, Address 2, Address Physical, City, Country, State, Zip Code, and Zip Plus 4. Both screenshots have "Previous" buttons at the bottom.

The image shows a screenshot of "Create Criminal History Record Check Clearance Application - Step 4 of 8". It contains a form for email and phone information. It asks for Primary/Work Email and Alternate Email Address. There are also fields for Phone Number and Phone Type (Personal or Work), and a checkbox to "Allow SMS/Text". The "Set as Primary" checkbox is also present. The "Save" button is selected. There are "Previous" and "Next" buttons at the bottom.

Carefully read and answer the application questions in step 5.

The image shows a screenshot of "Create Criminal History Record Check Clearance Application - Step 5 of 8". It contains a form for background questions. The questions are: "Have you ever been convicted of a felony?", "Have you ever had a teaching credential revoked?", "Have you ever surrendered your teaching credential in any other state or country?", "Are you currently being investigated in any other state?", and "Have you ever held a New Hampshire credential?". There are also checkboxes for "I hereby certify that I am the individual listed in this application..." and "I hereby certify that I have read the Educator Code of Ethics." and "I hereby certify that I have read the Educator Code of Conduct...". The "Continue" button is selected. There are "Previous" and "Next" buttons at the bottom.

For step 6, upload the required document. Your driver's license picture must be in a **pdf file**. In case you need them, here are [instructions for converting a picture to a PDF](#).

Select '**choose file**' and select the document to upload.

Then choose '**document type**' and '**add file.**'

Create Criminal History Record Check Clearance Application - Step 6 of 8

You are applying for a Criminal History Record Check Clearance

Providing evidence of these requirements will enable your application review. During that review additional requirements may be identified And requested. You can add them now or do so later from your Educator home page. PDF format, max 15 MB per file.

You must provide all required documents before you can proceed.

Status	Requirement	Description
	Copy of NH Driver's License	Please provide the required documentation

Show Status Explanation >>>

Choose a file and a type, then click "Add File". Repeat the process for as many files as you need.

File:  No file chosen

Document Type:

Files to be imported:

Document Name: Drivers License.pdf	<input type="button" value="Remove"/> <input type="button" value="View"/>
Document Type: Driver's License	

I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.

Once you have completed selecting documents for upload, click on the Next button.

Save - Please save the documents.  
 Cancel - Please cancel the wizard.

The status icons will turn yellow once the required documents are uploaded.

Verify the 'files to be imported' and select the required acknowledgement prior to moving on to the next step.

Complete the payment process (\$100.00).

Select 'make payment,' and you will be asked for your debit/credit card information.

You will receive a confirmation on the screen and via email.