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 <u>here</u> 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.

→ Please select the employment or licensing Agency you which Agency to select, or the Agency does not appear in the Agency	are applying to. Background check results will be delivered to the Agency you select. If you are unsure
not responsible for results delivered in error due to the ap	the selection please contact the Agency you are applying to. Please note: The Department of Safety is plicant selecting the incorrect Agency.
\rightarrow To select an agency first select the Agency Type from t	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 select	ed then find and select the specific agency you wish your results to be delivered to.
→ Note: For 'School Transportation Agency' applicant	ts only -you may select more than one agency from the 'Agency' drop down. Each additional
agency selected will incur an additional \$5 charge.	
agency selected will incur an additional \$5 charge.	
agency selected will incur an additional \$5 charge. Select Type Of Agency *	Educational - Employee
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agency selected will incur an additional \$5 charge. Select Type Of Agency *	Educational - Employee This option only applies to the below listed school district. If you are seeking employment wit 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 I a "Educational Volunteer" the fee is \$21.25. If you are unsure if you are an employee or volunteer please contact your \$24 prior to setting an ontion
agency selected will incur an additional \$5 charge.	Educational - Employee This option only applies to the below listed school district. If you are seeking employment wit the muncipality in a capacity other than the school district, please exit and select "Muncipa Employees". Please note, the fee for "Educational Employee" is \$48.25. If you are seeking to 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			
ightarrow Please confirm that the agency(s) you have selected are listed in	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		
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.

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Applicant Contact				
Contact Details				
Phone 1 *	Phone1	Phone Type *	Please Select	~
Phone 2	Phone2	Phone Type	Please Select	~
Email Address *	Email Address	Confirm Email Address *	Confirm Email Address	
Contact Preference *	O Phone O Email Address			
Applicant				Back Next
First Name	First Name	Middle Name	Middle Name	
Last Name *	Last Name	Suffix	Please Select	~
Maiden Name	Maiden Name	Date of Birth *	MM/DD/YYYY	
Have you ever changed	your name since birth? (Married? Divorced? Court ord	er name change?) Add/Edit Alia	IS	
				Back Next

Applicant Address				
Address Where You Live (Legal)				
Street *	Street	City *	City	
State *	NEW HAMPSHIRE	Zip Code *	Zip Code	
Mailing and Legal Add	ress are same			
Street *	Street	City *	City	
State *	NEW HAMPSHIRE V	Zip Code *	Zip Code	
			Back	

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

To schedule an a To narrow do	ppointment for fingerprinting, e wn your search, you have the optior	nter a date using MM/DD/YYYY format. n 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 a	appointments must be booked w	vithin 90 days of today's date.		
Date *	MM/DD/YYYY	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. If you do not see the location of your choice, you will need to pick a different date and/or time.



The next page will show you your information and appointment details.



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 A	М	
Location	CONCORD - DEPARTMENT OF 33 HAZEN DRIVE, CONCORD, I	SAFETY BUILDING NH 03305	0		
Receiving Agency	/ Details				^
Agency Type	Educational - Employee	Query c de PE	-08	Fee	48.25
Agency Name		Addi is			
Service & Paymer	nt Summary		, NT, 00001		~
Services				Fe	e Amount
NHSP Criminal Rec	cord Check Fee			\$2	25.00
NH State Police Fir	ngerprint Processing Fee			\$1	10.00
FBI Fee				\$1	13.25
		Τι	otal Amount	\$	48.25
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 & Chang	ge 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

<u>Click here</u> 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.

New Hampshire Department of Education New Hampshire Educator Information System				
	(Educator			
😭 Home 🏼 🎫 My Profile	📓 Applications 🛛 🗱 Professional Development 🗮 Local Reports			
Location	Create Criminal History Record Check Clearance Application - Step 1 of 8			
Home Create Criminal	You are applying for a Criminal History Record Check Clearance			
History Record Check Clearance Application	Please select the purpose for your clearance application.			
Help	O PEPP Student			
Contact Support	O School Bus Driver			
Navigate	This application must be submitted in conjunction with a record check application with the New Hampshire Department of Safety.			
Launch SSO Logout of EIS	You will need these documents to complete your application. Please have the files ready before continuing. Driver's License			
	Please select the purpose for your clearance application.			
	Continue - Please continue the application.			
	O Cancel - Please cancel the wizard.			
	Next 🕥			

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

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<form><form></form></form>	are applying for a Criminal History Record Check Clearance	Create Criminal History Record Check Clearance Application - Step 3 of 8
<form></form>	ise edit the profile information and click the next button. application you are applying for may require a fee. Please have your credit card on hand.	You are applying for a Criminal History Record Check Clearance
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Primary Work Email Atternate Once you have entered the required data click on the Submit button. • Save - Please save the profile information. • Cancel - Please cancel the wizard	You are applying for a Criminal History Record Check Clearance	
*To enable SMS messaging, please check the Allow SMS/Text box below (data rates may apply). To disallow, simply uncheck the box. Phone Type Allow SMS/Text @ Phone Number: () Personal _ Phone Number: () Work _ Phone Number: ()	Please review your email addresses carefully to ensure that you receive all cor (personal) email address because work email addresses may be subject to cha	mmunications related to your application. We recommend that you include an alternate ange by your employer or become invalid when you change employers.
Phone Type Allow SMS/Text Phone Number: ())) Phone Number: ()) Phone Number: ()) Phone Number: ()) Primary/Work Email: () Primary/Work Email:	*To enable SMS messaging, please check the Allow SMS/Text box below	(data rates may apply). To disallow, simply uncheck the box.
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Carefully read and answer the application questions in step 5.

Create Criminal History Record Check Clearance Application - Step 5 of 8			
You are applying for a Criminal History Record Check Clearance			
Please answer the following required questions of the Criminal History Disclosure Statement.			
Yes No Question O have you ever been convicted of a felony?			
O O Have you ever had a teaching credential revoked?			
O O Have you ever surrendered your teaching credential in any other state or country?			
Are you currently being investigated in any other state?			
O O Have you ever held a New Hampshire credential?			
Fues what user did it evelop And under what name?			
I hereby centity that I am the individual leted in this application, and that all information provided herein including all accompanying documentation. Is true accurate, and compare to the best of the y howed by a larger that I am subject to a criminal history records check in accordance with RSA 159.152 as well as a check to findings of abuse on the Division for children Youth & Families (DCYF) central registry prusuant to RSA 169.253, and subject to other states central registry lists.			
By checking this box, I certify that I have read the Educator Code of Ethics. View Code of Ethics			
Or checking this low. I certify that I have read the Educator Code of Conduct. In as certifying I understand that the Educator Code of Conduct. Ed 510 sets found A Priority (article) (are conducted and a Priority) (article) (are conducted and are conducted are conducted and are conducted and are conducted and are conducted and are conducted are conducted and are conducted and are conducted			
Last Revised 11/8/2018			
Once you have answered the Background question click on the Next button.			
Continue - Please continue the wizard.			
O Cancel - Please cancel the wizard.			
A			

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 <u>instructions for converting a picture to a PDF</u>.

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 n	eed			
File: Choose File No file chosen				
Document Type: Select a document type				
Add File				
Files to be imported: Document Name: Drivers License.pdf				
Document Type: Driver's License Remove V	ïew			
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.				
O Cancel - Please cancel the wizard.				
C Previous	Next 🕥			

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.

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.

Complete the payment process (\$100.00).