Step 1- Option C Other Site of Your Choice

This option can be completed at any police department or LiveScan site with fingerprinting capability and may work best for students living away from the DOE Portal sites and campus. Following you will find the list of LiveScan sites in NH. However, the ink method is just fine as well, so the places on the list below are not your only options.

1	NH LiveScan Sites		
(not available via DOE portal)			
Dover PD	Salem PD	Hanover PD	
Belknap County Jail	Laconia PD	Plaistow PD	
Conway PD	Men's Prison	Goffstown PD	
Cheshire County Jail	Women's Prison	Atkinson PD	
Coos County Jail	Claremont PD	Somersworth PD	
Grafton County Jail	Londonderry PD	Newport PD	
Hooksett PD	Hudson PD	Epping PD	
Merrimack County Jail	Berlin PD	Alton PD	
Merrimack PD	Lebanon PD	Exeter PD	
Seabrook PD	Rockingham County Jail	Hampton PD	
Sullivan County Jail	Strafford County Jail	Windham PD	
Concord PD	Littleton PD	Franklin PD	
Derry PD	Plymouth PD	Hollis PD	
Keene PD	Troop B	New London PD	
Manchester PD	Carroll County Jail	Newington PD	
Nashua PD	Bedford PD	Pelham PD	
Portsmouth PD	Kingston PD		
Rochester PD	NH Department of Corrections		

Choose the site you plan to use and locate the contact information for that site.

Contact the site, explain that you are a college student in an education program in need of fingerprinting for a criminal history record check for a NH Department of Education requirement (not for a school district or an employer) and you are a volunteer for this purpose. Don't forget to ask if there will be a fee charged at the site and what form of payment to bring with you.

Follow the instructions you are given.

Arrive at your appointment few minutes early, Make sure you have a **government issued ID** and your PSU ID (not required but may be helpful) with you, and arrive at your appointment.

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 (CHRR – 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).



New Hampshire Department of Safety **DIVISION OF STATE POLICE**

Central Repository for Criminal Records 33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD RELEASE FORM

SCHOOL EMPLOYEE/VOLUNTEER CRIMINA	AL HISTORY RECORD CHECK – RSA 189:13-A		
	Division of State Police to notify the Superintendent/Chief Executive ct, chartered public school, public academy, or non-public school of ry Record Conviction pursuant to RSA 189:13-a.		
CHRI RELEASED TO:	SAU #		
Department of Education-Bureau of Credentialing			
Name of SAU Susan Blake or Kimberly Wilson	Employee		
Superintendent/Chief Executive Officer	Volunteer		
101 Pleasant Street			
Address	Prepaid Account Number		
Concord, NH 03301			
CHRI TO BE REQUESTED ON:			
Name:			
LAST (MAIDEN)	FIRST MI		
Address:			
STREET CITY	STATE ZIP		
Date of Birth: / / So	ocial Security # (optional): / /		
Date of Dirai.	order Security # (optional).		
By signing below you are certifying that you are the individual list forgery and/or unsworn falsification.	ted above and that the information provided is true under penalty of		
Releasee's Signature:	Date: / /		
Notary's Signature:(Affix seal)	Date://		
(Auta sen)			
proop	D CHALLENGE		
RECORL	D CHALLENGE		
C 5703.12 <u>Procedure for Correcting a CHEL</u> (a) Persons or their attorneys deciring access to their CHRI for the purpose of challenge or correction shall appear at the central portion. (b) A copy shall be provided to a person if after review heiche indicates heiche needs the copy to pursue the challenge. (c) Any person making a challenge shall identify it portion of his/her civility which heiche believes to be inaccourate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that heiche leves his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement encoy or court which submitted the record to compare the information to determine whether the challenge is valid; (2) if the challenge is valid, which means there is a discorrect encoyer occur, the record shall be corrected and the person and appropriate CJAs shall notified; and (3) if the challenge is invalid, the person chall be informed and advised of the right to appeal pursuant to R&A 641. (e) When a record has been corrected, the division into innor-minimal justice agencies, to whom the data has been discerminated in the last year, of the correction.(f) The person chall be entitled to review the information that cords the facts, dates, and results of each formal stage of the orininal justice process through which he passes, to ensure that all such steps are completely and accourately orded			
ARNING: The Division of State Bolice is the Criminal Record Rence	sitory for the State of New Hampshire. The record you have received is based		
ly on what has been reported to the Repository and may not be a co			
Fees: DIVESCAN - \$37.00 -or- DINKED NHSP LIVESCAN FEES: \$47.00.5	- \$47.00 for Employees and \$20.75 for Volunteers for Employees and \$30.75 for Volunteers		
Applicant fingerprint card must be submitted at the same	time as payment and this form. Fee is \$21.25		
Make checks payable to: State of NH – Criminal Records			

DSSP382 (Effective 10/1/16)