

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.**

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 Step 1 of the Criminal Record Check. Please go back to the [Instructions](#) page to go on to Step 2 (DOE clearance application with \$100 fee).

