State of New Hampshire

DEPARTMENT OF SAFETY

Division of State Police

New Hampshire Department of Education

Serving New Hampshire's Education Community

School Employee Criminal History Records Check	RSA 189:13-a, RSA 189:39-b,I

This technical advisory was prepared by the Department of Safety and the Department of Education.

I. Actual Text:

RSA 189:13-a and RSA 189:39-b,I

189:13-a School Employee and Volunteer Criminal History Records Check. –

I.***(a)*** The employing school administrative unit, school district, or chartered public school shall complete a criminal history records check on every selected applicant for employment in any position in the school administrative unit, school district, or chartered public school prior to a final offer of employment. ***A public academy approved by the New Hampshire state board of education shall submit a criminal history records check on applicants for employment pursuant to this section.*** A school administrative unit, school district, chartered public school***, or public academy*** may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successfully completed criminal history records check. No selected applicant may be extended a ***final*** offer of employment unless the school administrative unit, school district, chartered public school***, or public academy*** has ***completed*** a criminal history records check. The school administrative unit, school district, chartered public school***, or public academy*** shall not be held liable in any lawsuit alleging that the extension of a conditional or final offer of employment to an applicant, or the acceptance of volunteer services from a designated volunteer, with a criminal history was in any way negligent or deficient, if the school administrative unit, school district, chartered public school***, or public academy*** fulfilled the requirements of this section.

(b) A nonpublic school may elect to require a criminal history records check on selected applicants for employment or selected volunteers. A nonpublic school that elects to conduct a criminal history records check shall comply with the procedures and requirements set forth in this section.

II. The selected applicant for employment or designated volunteer with a school administrative unit, school district, chartered public school***, or public academy*** shall submit to the employer a notarized criminal history records release form, as provided by the division of state police, which authorizes the release of information regarding the presence or absence of any record of convictions of the applicant of felonies or **of charges pending disposition for or convictions of the applicant** of the crimes listed in paragraph V. The applicant shall submit with the release form a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the school administrative unit, school district, chartered public school***, or public academy***. In the event that the first set of fingerprints is invalid due to insufficient pattern and a second set of fingerprints is necessary in order to complete the criminal

history records check, the conditional offer of employment shall remain in effect. If, after 2 attempts, a set of fingerprints is invalid due to insufficient pattern, the school administrative unit, school district, chartered public school***, or public academy*** may, in lieu of the criminal history records check, accept police clearances from every city, town, or county where an applicant has lived during the past 5 years.

III. The school administrative unit, school district, chartered public school***, or public academy*** shall submit the criminal history records release form to the New Hampshire state police which shall conduct a criminal history records check through its records and through the Federal Bureau of Investigation. The state police shall examine the list of crimes constituting grounds for non-approval of employment, or non-acceptance of volunteer services in that school administrative unit, school district, chartered public school***, or public academy***, and shall report the presence or absence of any such crime to the school administrative unit, school district, chartered public school***, or public academy***. Under no circumstances shall the criminal records be released to the school administrative unit, school district, chartered public school***, or public academy***. The school administrative unit, school district, chartered public school***, or public academy*** shall maintain the confidentiality of all criminal history records information received pursuant to this paragraph. If the criminal history records information indicates no criminal record, the school administrative unit, school district, chartered public school***, or public academy*** shall destroy the information received immediately following its review of the information. If the criminal history records information indicates that the applicant has been convicted of a felony or **has been charged pending disposition for or convicted** of a crime listed in paragraph V, the school administrative unit, school district, chartered public school***, or public academy*** shall review the information for a hiring decision, and the division of state police shall notify the department of education of any such **charges pending disposition or** convictions. The school administrative unit, school district, chartered public school***, or public academy*** shall destroy any criminal history record information that indicates a criminal record within 30 days of receiving such information.

IV. The school administrative unit, school district, ***chartered public*** school***, or public academy*** may require the selected applicant for employment or designated volunteer to pay the actual costs of the criminal history records check.

V. Any person who has been **charged pending disposition for or** convicted of any violation or attempted violation of RSA 630:1; 630:1-a; 630:1-b; 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 639:2; 639:3; 645:1, II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, shall not be hired by a school administrative unit, school district, [or] chartered public school***, or public academy***. By decision of the appropriate governing body, a school administrative unit, school district, chartered public school***, or public academy*** may deny a selected applicant a final offer of

employment if such person has been convicted of any felony in addition to those listed above. The governing body may adopt a policy stating that any person who has been convicted of any felony, or any of a list of felonies, shall not be hired.

VI. This section applies to any employee, selected applicant for employment, designated volunteer, or volunteer organization which contracts with a school administrative unit, school district, chartered public school***, or public academy*** to provide services, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district chartered public school***, or public academy***. The cost for criminal history records checks for employees or selected applicants for employment with such contractors shall be borne by the contractor.

VII. The school administrative unit, school district, chartered public school***, or public academy*** shall not be required to complete a criminal history records check on volunteers, provided that the governing body of a school administrative unit, school district, chartered public school***, or public academy*** shall adopt a policy designating certain categories of volunteers as "designated volunteers" who may be required to undergo a criminal history records check.

VIII. A school administrative unit, school district, chartered public school, ***public academy,*** or school official acting pursuant to a policy establishing procedures for certain volunteers shall be immune from civil or criminal liability, provided the school administrative unit, school district, chartered public school, ***public academy,*** or school official has in good faith acted in accordance with said policy. Nothing in this paragraph shall be deemed to grant immunity to any person for that person's reckless or wanton conduct.

IX.(a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.

(b) Student teachers and student interns shall submit a criminal history records check upon enrollment in a teacher preparation program, but shall not be required to submit additional criminal history records checks if the student teacher or student intern maintains continuous enrollment in the teacher preparation program.

X. Violations of this section shall be jointly investigated by the state police and the department of education. Information obtained through such investigations shall remain confidential and shall not be subject to RSA 91-A.

XI. In this section, "public academy" shall have the same meaning as in RSA 194:23, II.

Source. 1993, 324:1. 1995, 260:5. 1997, 77:2. 1998, 256:6; 314:6. 2000, 214:1, 2. 2007, 319:1, 4, eff. Sept. 14, 2007. 2008, 323:8, 12, eff. Jan. 1, 2009; 354:1, eff. Sept. 5, 2008. 2010, 138:1, eff. Aug 13, 2010; 318:1, eff. Sept. 18, 2010.

189:39-b, I One-Year Certificate of Eligibility. –

I. The local school board, in consultation with the superintendent, may offer a one-time, one year certificate of eligibility to any person interested in teaching on a full-time or part-time basis, without requiring a person to possess a teaching credential, teaching license, or other teaching certification provided that such person:

(a) Possesses at least a bachelor's degree from an accredited postsecondary institution.
(b) Is subject to a ***criminal history records check*** pursuant to RSA 189:13-a.
(c) Is qualified for the position by relevant experience and education.

Source. 2002, 117:1, eff. July 2, 2002. 2010, 318:2, eff. Sept. 18, 2010

II. Department Comments

Purpose.

The purpose of this Technical Assistance Advisory is to clarify the requirements for school administrative units (hereinafter, the "SAU"), school districts, charter schools, public academies, and non-public schools with respect to requesting a school employee criminal history records check, for each selected applicant in regular contact with pupils in the performance of his/her duties.

Definitions. The following definitions shall apply:

(a) "Conditional offer of employment" means an offer of employment extended to a selected applicant subject to a successful completed criminal history record check which is satisfactory to the SAU, school district, charter school, public academy, or non-public school.

(b) "Contractor" means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, charter school, public academy, or non-public school to provide services including but not limited to:

(1) cafeteria workers,

(2) school bus drivers,

(3) custodial personnel,

(4) any other direct service or services to students of the district, charter school, public academy or non-public school.

(c) "Criminal history records check" means a criminal history records inquiry conducted the New Hampshire State Police through its records and through the Federal Bureau of Investigation (hereinafter, the "FBI").

(d) "Nonpublic school" means a nonpublic school approved pursuant to rules adopted by the state board of education and administrated by the department of education and which has agreed to administer the relevant provisions of this chapter (RSA 193-A:1, II)

(e) "Persons in regular contact with pupils" means a person or persons who in the performance of his/her duties:

(1) Comes in direct contact with pupils on a daily basis for any period of time;

(2) Meets regularly, once or twice a week, with students, including but not limited to an art, music, or physical education teacher; or

(3) A substitute teacher who comes in direct contact with pupils on a limited basis.

(4) Designated volunteers are categories of volunteers that designated by the governing bodies of SAU, school districts, charter schools, public academies, or non-public schools to have criminal history records checks performed.

(f) "School employee" means an employee in any position in a SAU, school district, charter school, public academy, or non-public school.

(g) "Selected applicant" means a person selected for employment who has provided a SAU, school district, charter school, public academy, or non-public school with:

(1) A signed notarized criminal history records release form, and

(2) A complete set of fingerprints taken by a qualified law enforcement agency, employee of the Department of Safety, or an authorized employee of a SAU, school district, charter school, public academy, or non-public school which have been submitted by a SAU, school district, charter school, public academy, or non-public school to the New Hampshire State Police for a criminal history record check.

(h) "Subcontractor" means a private business or agency or an employee or employees of a contractor that contract with a contractor to provide services.

Criminal Records Check.

(a) For each selected applicant the SAU, school district, charter school, public academy, or non-public school shall submit, with appropriate fees, a notarized criminal history records release form provided by the state police, (Attachment #1) and a complete set of fingerprints either on a FBI Applicant Fingerprint Card (Attachment #2), or electronically captured by a livescan device[1], to the New Hampshire State Police so that the State Police can conduct a criminal history record inquiry through its records and through the FBI.

(b) No selected applicant may be extended a conditional offer of employment unless the SAU, school district, charter school, public academy, or non-public school has initiated a criminal history records check.

(c) A criminal history check shall be prepared in compliance with RSA 189:13-a (Attachment #3) and with New Hampshire Department of Safety requirements included in this advisory.

[1] Applicant fingerprints may be captured at a livescan site [refer to attached list of site locations], in which the images will be electronically submitted to the state police for further submission to the FBI.

(d) The Department of Safety, Division of State Police shall notify, in writing, to the submitting agency whether the selected applicant does or does not have any convictions, or charges pending convictions, under RSA 189:13-a, V or a conviction of any other felony offenses submitted by the SAU, school district, charter school, public academy, or non-public school.

(1) The SAU, school district, charter school, public academy, or non-public school will immediately destroy a "does not have any convictions" notification received from the state police.

(2) The SAU, school district, charter school, public academy, or non-public school has 30 days to destroy a "does have a conviction" notification received from the state police.

(3) Under no circumstances shall the criminal history records notification be kept by the school administrative unit, school district, charter school, public academy, or non-public school.

(e) No selected applicant shall be extended a final offer of employment if such person has been charged pending disposition for or convicted of:

(1)	RSA 630:1	Capital Murder
(2)	RSA 630:1-a	First Degree Murder
(3)	RSA 630:1-b	Second Degree Murder
(4)	RSA 630:2	Manslaughter
(5)	RSA 632-A:2	Aggravated Felonious Sexual Assault
(6)	RSA 632-A:3	Felonious Sexual Assault
(7)	RSA 632-A:4	Sexual Assault
(8)	RSA 633:1	Kidnapping
(9)	RSA 639:2	Incest
(10)	RSA 639:3	Endangering Welfare of Child or Incompetent
(11)	RSA 645:1,II or III	Indecent Exposure and Lewdness
(12)	RSA 645:2	Prostitution and Related Offenses
(13)	RSA 649-A:3	Child Pornography
(14)	RSA 649-A:3-a	Possession of Child Sexual Abuse Images
(15)	RSA 649-A:3-b	Possession of Child Sexual Abuse Images
(16)	RSA 649-B:3	Computer Pornography and Child Exploitation Prevention
(17)	RSA 649-B:4	Certain Uses of Computer Services Prohibited
(18)	RSA 650:2	Obscene Matter Offenses

(f) A SAU, school board, or charter school board of trustees may deny a selected applicant a final offer of employment if such person has been convicted of conduct in addition to (e) above as determined by the SAU, school district, or charter school.

Criminal Records Check Through the Division of State Police, Department of Safety

(a) The law (RSA 189:13-a) requires that a SAU, school district, charter school, public academy, or non-public school must submit to the State Police a complete set of fingerprints and a notarized release form for each individual covered by the law. The state police must conduct a New Hampshire criminal records check, and will forward the fingerprints to the FBI for a national records' check. The FBI will not conduct that check without a proper set of fingerprints.

(b) The state police will provide to each SAU, school district, charter school, public academy, or non-public school a set of records release forms and fingerprints cards. The records release forms and the fingerprint cards, provided by the state police, will be the only types of forms which will be accepted. However each SAU, school district, charter school, public academy, or non-public school may produce the release form as is necessary.

(c) The selected applicant will complete the release form, have it notarized and bring the fingerprint card to a person qualified to take fingerprints. Depending on arrangements that have been made by the district, this may be a local law enforcement agency, an employee of the Department of Safety, or a trained individual employed by the selected an employed by the SAU, school district, charter school, public academy, or non-public school.

(d) The SAU, school district, charter school, public academy, or non-public school will then forward the release form and the fingerprints to the state police. The submission of the release form and the fingerprints must be accompanied by the proper fees, which cover the cost of both the state and federal records check. Inadequate fees will delay the process. The fee schedule currently in effect is attached. Notification of any future fee adjustments will be made to the SAUs, school districts, charter schools, public academies, or non-public schools.

(e) The criminal History check conducted by the FBI may take up to two weeks. The FBI will forward the results to the state police and the state police will send a notification indicting the presence or absence of a criminal conviction to the hiring agency. If there is no criminal history record the FBI

will destroy the fingerprint impressions once the check has been completed. Similarly, no copy of the fingerprints will be kept by the state police.

(f) The New Hampshire and FBI results of the completed criminal history records checks by the state police will be mailed to the SAU, school district, charter school, public academy, or non-public school.

Criminal History Records Check by the State Police for Persons Seeking to Work for Several School Districts.

Substitute teachers, student teachers, student interns[2], and other educational staff[3] are permitted to apply to work or volunteer in multiple schools, but pay only once for the education criminal history records check process. The results of the records check will be shared with any other schools identified at the time of initiating the records check process.

Applicants seeking to apply in multiple SAU, school districts, charter schools, public academies, or non-public schools will apply at one SAU, school district, charter school, public academy, or non-public school and then contact the Criminal Records Unit via a completed Application to Multiple Schools form (supplied to applicant by the SAU, school district, charter school, public academy, or non-public school). The form will have the name of the submitting SAU, school district, charter school, public academy, or non-public school, and the identity of any other education locations the applicant seeks to work.

The applicant's submitting SAU, school district, charter school, public academy will forward the NH CHRI authorization form and (if inked) the applicant's tenprint card to the state police.

[2] Student teachers and student interns shall submit a criminal history records check upon enrollment in a teacher preparation program, but shall not be required to submit additional criminal history records checks if the student teacher or student intern maintains continuous enrollment in the teacher preparation program.
[3] Other educational staff is defined as any individual seeking employment by applying to multiple schools simultaneously (example: newly certified teachers, etc.)

Fingerprints.

(a) The overriding issues with respect to the fingerprints are that they be taken properly on the FBI Applicant Fingerprint Card supplied by the State Police.

(b) The law allows this to be done by a qualified law enforcement agency, an employee of the Department of Safety or an authorized person employed by the SAU, school district, charter school, public academy, or non-public school.

(c) If, after two attempts a set of fingerprints is invalid, a SAU, school district, charter school, public academy, or non-public school may, in lieu of fingerprints accept clearances from every city, town or county where an applicant has lived during the past five years.

(d) In order to assure that completed criminal history records checks are returned to the correct SAU's, school districts, charter schools, public academies, or non-public schools. The SAU, school district, charter school, public academy, or non-public school must place the name, address and identification number in Employer and Address section and the OCA section of the FBI Applicant Fingerprint Card.

Conditional Offer of Employment.

(a) A SAU, school district, charter school, public academy, or non-public school may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successful completed records check including a criminal history records check.

(b) A selected applicant extended a conditional offer of employment shall be eligible for the same salary and fringe benefits as if he/she were provided a final offer of employment.

(c) A conditional offer of employment may continue during the time the SAU, school district, or charter school is awaiting receipt of a completed criminal history records notifications.

(d) In the event that the first set of fingerprints is invalid and a second set of fingerprints is necessary in order to complete the criminal history records check the conditional offer of employment shall remain in effect.

(e) No selected applicant may be extended a final offer of employment unless the school administrative unit, school district, chartered public school or public academy has completed a criminal history check.

Final Offer of Employment.

(a) A SAU, school district, charter school, public academy, or non-public school may extend a final offer of employment to a selected applicant, who has a conditional offer of employment, if the selected applicant receives a successfully completed records check including a criminal history records check.

(b) If a selected applicant is extended a final offer of employment, the individual shall be entitled to membership in the collective bargaining unit subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

Records Retention.

Under no circumstances shall actual criminal records be released to a SAU, school district, charter school, public academy, or non-public school. Under no circumstances shall a criminal history records notification be kept more than thirty days.

Contractors Or Subcontractor Responsibility.

(a) An employee background investigation including a criminal history records check shall be conducted by a contractor or subcontractor for each employee in regular contact with pupils in accordance with this advisory.

(b) The cost of such investigation, including criminal history records checks for employees or selected applicants for employment with such contractors shall be borne by the contractor or subcontractor.

(c) The contractor or subcontractor shall submit to the SAU, school district, charter school, public academy, or non-public school a written verification that a criminal history records check has been done for each employee of the contractor or subcontractor who is regularly in contact with pupils.

(d) In the event that services performed by a SAU, school district, charter school, public academy, or non-public school are now provided by a contractor an employee criminal history records check shall not be required for a school employee who becomes an employee of the contractor.

Unsuccessful Criminal History Records Notification.

If a SAU, school district, charter school, public academy, or non-public school receives a criminal history records notification which states "has been charged pending disposition for or does have a conviction" for crimes listed in RSA 189:13-a V or a conviction of identified felony offenses submitted by that agency's governing authority for a selected applicant the SAU, school district, charter school, public academy, or non-public school, shall immediately, within 24 hours of receipt of such report, excluding Saturday, Sunday, or a holiday, dismiss the selected applicant.

Cost of a Criminal History Records Check.

The cost of a criminal history records check or any other relevant records check shall be borne by the selected applicant unless otherwise determined by a SAU, school board, charter school, public academy, or non-public school.

Contacts:

Dr. Judith D. Fillion, Director
Division of Program Support
New Hampshire Department of Education
Tel. 603-271-3855
Email. jfillion@ed.state.nh.us

Jeff R. Kellett, Chief Administrator
Criminal Records Unit
New Hampshire State Police
Tel. 603-223-3867
Email. jeffery.kellett@dos.nh.gov

New Hampshire Department of Safety

DIVISION OF STATE POLICE

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

CRIMINAL RECORD RELEASE AUTHORIZATION FORM

SCHOOL EMPLOYEE CRIMINAL HISTORY RECORDS CHECK – RSA 189:13-a

I hereby authorize the New Hampshire Department of Safety, Division of State Police to release whether or not I have been convicted of any offenses pursuant to RSA 189:13-a. This information shall be released to:

_____ (Name)
_____ (Title)
_____ (Address)
_____

(Name and address of authorized representative of the employing school administrative unit, school district, chartered public school, public academy, non-public school, or other person to receive Criminal History Record response)

PLEASE TYPE OR PRINT CLEARLY

Name:_____
LAST (MAIDEN) FIRST MI

Address:_____
STREET CITY STATE ZIP

Date of Birth:_____/_____/_____ Social Security # (optional):_____/_____/

By signing below you are certifying that you are the individual listed above and that the information provided is true under penalty of forgery and/or unsworn falsification.

Releasee's Signature: _____ Date:_____/_____/

Notary's Signature: _____ Date:_____/_____/_____
(Affix seal)

Fees: ☐ LIVESCAN - $44.25 *-or-* ☐ INKED - $55.25 for Employees and $25.25 for Volunteers
NHSP LIVESCAN FEES: $54.25 for Employees and $35.25 for Volunteers

- **Applicant fingerprint card must be submitted at the same time as payment and this form.**
- **Make checks payable to: State of NH – Criminal Records**

NEW HAMPSHIRE STATE POLICE

CRIMINAL HISTORY RECORD INFORMATION/FINGERPRINTING FEE SCHEDULE

Employees:	**FEES**
NHSP Applicant Fingerprinting Fee	$10.00
NH Criminal History Record Check Fee	$25.00
FBI Fingerprint Search Fee	
● Inked Fingerprint Card	$30.25
● Livescan Fingerprint Submission	$19.25
Total (NH & FBI) Inked:	**$55.25**
Livescan:	**$54.25**

Volunteers:	**FEES**
NHSP Applicant Fingerprinting Fee	$10.00
NH Criminal History Record Check Fee	$10.00
FBI Fingerprint Search Fee	
● Inked Fingerprint Card	$15.25
● Livescan Fingerprint Submission	$15.25
Total (NH & FBI) Inked:	**$25.25**
Livescan:	**$35.25**

State of New Hampshire

DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner of Safety

Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Telephone: 603-271-2575

Colonel Robert L. Quinn

Director

Guidelines for Applying to Multiple Schools

Per NH RSA 189:13-a IX. (a) ***Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.***

You must first apply for the criminal history records check at a SAU, School District, chartered public school, or public academy. You will be given a packet containing: 1. Criminal Record Release Authorization Form; 2. Applicant Fingerprint Card; and 3. Guidelines and Application for Applying to Multiple Schools.

You will receive a letter containing your statewide (NH) and federal (FBI) criminal history record check results. You shall submit a copy of the letter to those school administrative unit(s), school district(s), chartered public school(s), or public academy(ies) to which you applied in the state of New Hampshire. The letter is good for thirty (30) days from it's date, after that, it becomes invalid.

If *after* the thirty (30)-day time frame you decide that you would like to additionally apply in another school district, you will be required to do so as a new applicant.

Should you have any questions regarding your letter please contact us at (603) 223-3867.

Sincerely,

New Hampshire State Police Criminal Records Unit

State of New Hampshire

DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner of Safety

Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Telephone: 603-271-2575

Colonel Robert L. Quinn
Director

APPLICATION TO MULTIPLE SCHOOLS

NH RSA 189:13-A IX.(a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.

If you are considering working in the NH school system and you would like to apply to multiple schools, you must contact the state police Criminal Records Unit immediately upon applying at a ***school administrative unit, school district, chartered public school, or public academy*** and identify those other schools you wish to submit an application. Failure of a timely notification will require you to bear the full cost of a criminal history records check for any subsequent applications.

A letter stating your statewide and federal background check results will be mailed to **you** and will provide proof of completion of the educational background check process.

The results letter will be valid for 30 days from its date.

Educational Criminal History Records Check was initiated at: _____

NAMES OF OTHER SCHOOLS (WITH SAU # IF APPLICABLE)
SEEKING TO APPLY: _____
_____
_____
_____

PRINTED NAME_____ **DATE OF BIRTH**_____

MAILING ADDRESS_____

CITY, STATE, ZIP_____

YOUR SIGNATURE_____

If you have any questions regarding this process, you may contact us at (603) 223-3867.

NH State Police Criminal Records Unit

State of New Hampshire

DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner of Safety

Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Telephone: 603-271-2575

Colonel Robert L. Quinn
Director

September 8, 2010

Applicant
123 Main Street
Anywhere, USA

SAMPLE

RE: Statewide and Federal Educational Criminal History Records Check Results

Dear Sir or Madam:

In accordance with NH RSA 189:13-a, a **statewide and FBI** criminal record search was conducted and the results revealed **felony** conviction information, **not** falling under Section V of RSA 189:13-a.

It is your responsibility to provide the NH and FBI criminal record search results to the SAU(s) / school(s) to which you applied, other than the one in which the criminal history records check was initiated. This office will also notify those SAU(s)/school(s) and the NH Department of Education of these results.

Should you have any questions regarding this letter please contact us at (**603) 223-3867.**

Sincerely,

State Police Criminal Records Unit

****DISCLAIMER: The above information is accurate only to the date of this notification. This notice becomes invalid 30 days from the date indicated, and thereafter cannot be used for employment purposes under RSA 189:13-a.****

State of New Hampshire

DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner of Safety

Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Telephone: 603-271-2575

Colonel Robert L. Quinn
Director

August 23, 2010

Applicant
123 Main Street
Anywhere, USA

RE: Statewide and Federal Educational Criminal History Records Check Results

Dear Sir or Madam:

In accordance with NH RSA 189:13-a, a **statewide and FBI** criminal record search was conducted and the results revealed arrest or conviction information **under Section V of RSA 189:13-a**.

It is your responsibility to provide the NH and FBI criminal record search results to the SAU(s) / school(s) to which you applied, other than the one in which the criminal history records check was initiated. This office will also notify those SAU(s)/school(s) and the NH Department of Education of these results.

Should you have any questions regarding this letter please contact us at (**603) 223-3867.**

Sincerely,

State Police Criminal Records Unit

SAMPLE

****DISCLAIMER: The above information is accurate only to the date of this notification. This notice becomes invalid 30 days from the date indicated, and thereafter cannot be used for employment purposes under RSA 189:13-a.****

State of New Hampshire

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Telephone: 603-271-2575

Colonel Robert L. Quinn
Director

SAMPLE

September 8, 2010

Applicant
123 Main Street
Anywhere, USA

RE: Statewide and Federal Educational Criminal History Records Check Results

Dear Sir or Madam:

Under RSA 189:13-a, both a **statewide** and **federal** criminal record search was performed and has found **NO New Hampshire or Federal criminal history record.**

It is your responsibility to provide the results of both the NH and FBI criminal record search results to the SAU(s) / school(s), other than the one in which the criminal history records check was initiated.

Should you have any questions regarding this letter please contact us at (**603) 271-2538.**

Sincerely,

State Police Criminal Records Unit

****DISCLAIMER: The above information is accurate only to the date of this notification. This notice becomes invalid 30 days from the date indicated, and thereafter cannot be used for employment purposes under RSA 189:13-a.****

NOTICE

April 30, 2010

ATTENTION ALL APPLICANTS AND LICENSEES REQUIRING A FEDERAL BUREAU OF INVESTIGATION RECORD CHECK

The State Police Criminal Records Unit now offers livescan fingerprint capture for individuals requiring a record check through the FBI. This digital capture of fingerprint impressions will nearly eliminate poor print rejection from the FBI.

Location: Department of Safety Building, 33 Hazen Drive, Concord, NH 03305 - First Floor, Room 124 (Note: Visa, M/C, AMEX and Discover cards accepted at *this livescan location only*). **Hours of Operation:** Monday – Friday 8:30 a.m. to 3:30 p.m.

NEW **ADDED LIVESCAN LOCATIONS FOR APPLICANT AND LICENSING FINGERPRINTING** NEW

For the convenience of our applicants and licensees required to submit their fingerprints for a FBI record check, the state police now also have livescan sites at:

Manchester DMV Substation, 377 South Willow Street, Manchester, NH

Dover Point DMV Substation 50 Boston Harbor Road (off Route 4) Dover, NH

State Police Barracks Troop C, 15 Ash Brook Court, Keene, NH

State Police Barracks Troop E, 1864 Route 16, Tamworth, NH

State Police Barracks Troop F, 549 Route 302, Twin Mountain, NH

Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

By Appointment Only: Please call (603) 223-3867 and ask to be scheduled for applicant (or licensee) fingerprinting. Please arrive 10 minutes prior to your scheduled time. Arrival of **more than 10 minutes late** will require you to reschedule at another date and time. Expect the process to take approximately 20 minutes. A 24-hour notice is required for all cancellations.

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM | FIRST NAME | MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

ORI **NHNSP0800 SPOL CONCORD, NH**

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB

CITIZENSHIP CTZ | SEX | RACE | HGT | WGT | EYES | HAIR | PLACE OF BIRTH POB

DATE | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

EMPLOYER AND ADDRESS

FBI NO. FBI

LEAVE BLANK

CLASS

ARMED FORCES NO. MNU

REF.

SOCIAL SECURITY NO. SOC

REASON FINGERPRINTED

MISCELLANEOUS NO. MNU

1. R THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L LITTLE

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

For FBI Use

LAST NAME NAM: DOE

FIRST NAME: John

MIDDLE NAME: Joseph

SIGNATURE OF PERSON FINGERPRINTED: John Joseph Doe

ALIASES AKA: Robert Smith

ORI: NHNSP0800 SPOL CONCORD, NH

RESIDENCE OF PERSON FINGERPRINTED: 123 Main St Anytown, USA 12345

DATE OF BIRTH DOB: 1960 Nov 18

CITIZENSHIP CTZ	SEX	RACE	HGT	WGT	EYES	HAIR	PLACE OF BIRTH POB
U.S.	M	W	5'8"	165	Brn	Brn	Anywhere, USA

DATE: 01/01/00

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: B. A. Trooper

YOUR NO. OCA: SAU 30

EMPLOYER AND ADDRESS:
SAU 30
456 Main Street
Anytown, USA

FBI NO. FBI: None

ARMED FORCES NO. MNU: N/A

SOCIAL SECURITY NO. SOC: 123-45-6789

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

For FBI Use

REF.

REASON FINGERPRINTED:
RSA 189:13-a
Teacher Applicant

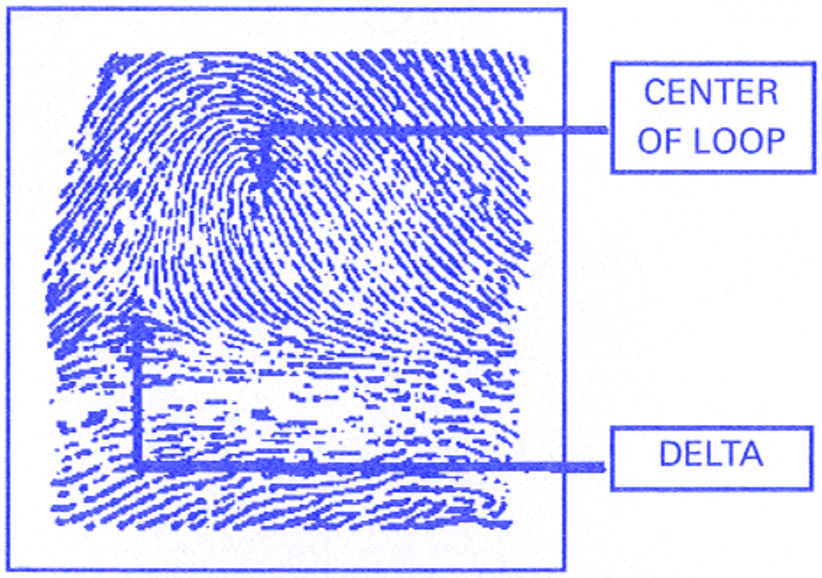
1. R THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE

6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L LITTLE

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION / CLARKSBURG, WV 26306

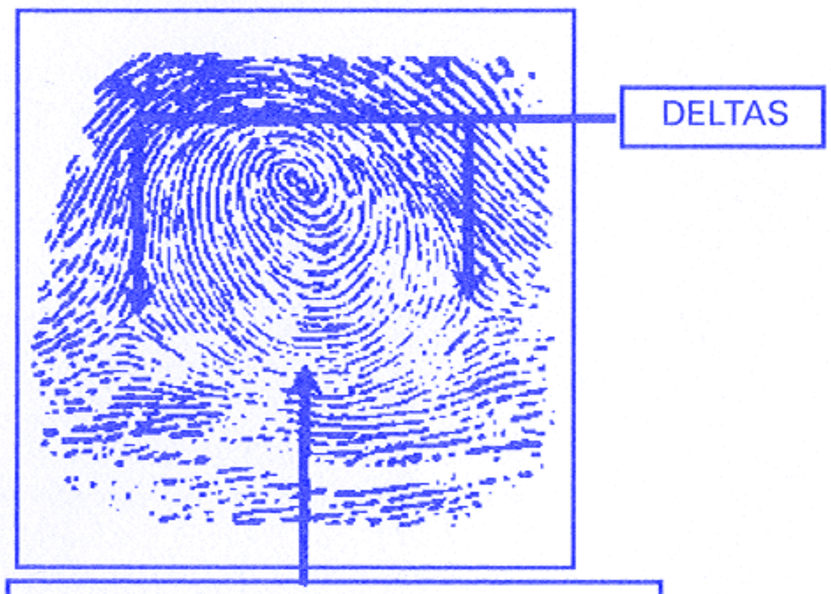
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH

ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

INSTRUCTIONS:

*1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

**3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS' ADMINISTRATION CLAIM NO. (VA).