

# Background Check

## Why Do You Need a Background Check?

We require all tutors to get a federal and state background check because we want to ensure a safe environment for the children and youth in our program. This is especially important because volunteers are often tutoring in the private residence of their students.

In order to maximize our available resources we ask that volunteers cover the associated fees (\$33.50).

## How to Get a Background Check

1. After you've been processed as a volunteer you will need to get a background check. We will send you the release form!
2. Get your form notarized — usually banks will have a notary
3. Find the closest registered live-scan site — hours: 8:30am-3:30pm
  - ◆ Department of Safety Building, 33 Hazen Dr, Concord, NH
  - ◆ Manchester DMV Substation, 377 S. Willow St, Manchester, NH
  - ◆ Dover Point DMV Substation, 50 Boston Harbor Rd., Dover, NH
  - ◆ State Police Barracks, 15 Ash Brook Court, Keene, NH
  - ◆ State Police Barracks, 1864 Route 16, Tamworth, NH
  - ◆ State Police Barracks, 549 Route 302, Twin Mountain, NH
3. Call to make an appointment: (603) 223-3867
4. Bring —
  - ◆ Photo ID (driver's license, non-driver's license, passport)
  - ◆ Criminal Record Release Authorization Form (RSA 189:13-a)
  - ◆ Payment of \$33.50 (cash, card, check or money order)
5. Your results should be processed in 1-2 weeks