

LiveScan Fingerprinting & Background Check Procedure School Employee Instructions

1. To schedule an appointment, call the State of NH Department of Safety at **(603) 223-3867** and select **option 1**. *Do not sign up through the State's website.*
2. When speaking with customer service or leaving a message, please specifically state that you are being fingerprinted "**under the Adam Walsh Act for the Diocese of Manchester**" (do not mention your individual school).
3. There are a number of fingerprinting sites to choose from, which are listed below. At your appointment, you will need to present your ID and state the purpose for the fingerprinting ("school employment for the Diocese of Manchester under the Adam Walsh Act").
4. Once fingerprinted, you will be given an *Applicant/Licensing Livescan Fingerprinting form*. Immediately return this form along with the signed *NH School Employee Criminal Records Check Form* (see next page) to your school.
5. There is no need to enclose money and the NH form does not have to be notarized.

Important Note: LiveScan prints will only be retained in the state's computer system for **30 days**. If the forms are not received by the State of NH within this timeframe, the process must be repeated. Therefore, it is imperative that you turn in the receipt and the NH form immediately following fingerprinting.

New Hampshire LiveScan Sites

Department of Safety, Hazen Drive, Concord

Division of Motor Vehicles (DMV) substations:
Manchester, South Willow Street
Dover Point, Boston Harbor Road
Salem, Main Street

State Police Troop Stations:
Troop C, Keene
Troop E, Tamworth
Troop F, Twin Mountain

Additionally, some local police departments may have LiveScan availability, but they may also charge their own service fees.



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 CRIMINAL HISTORY RECORD CHECK – ADAM WALSH ACT

I hereby authorize the New Hampshire Department of Safety, Division of State Police to notify the Superintendent/Chief Executive Officer of an employing school administrative unit, school district, chartered public school, public academy, or non-public school of the presence of any Felony and/or Misdemeanor Criminal History Record Conviction pursuant to the Adam Walsh Act.

CHRI RELEASED TO:

Diocese of Manchester

Name of SAU

David A. Thibault

Superintendent/Chief Executive Officer

153 Ash Street, Manchester, NH 03104-4396

Address

SAU

Diocese

Employee

Volunteer

Prepaid Account Number **180018034**

CHRI TO BE REQUESTED ON:

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)

RECORD CHALLENGE

Saf-C 5703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes 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 agency 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 discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

Fees: LIVESCAN - \$47.00 -or- INKED - \$47.00 for Employees and \$20.75 for Volunteers

Fingerprint card or completed livescan form must be submitted at the same time as payment and this form.

Make checks payable to: State of NH – Criminal Records