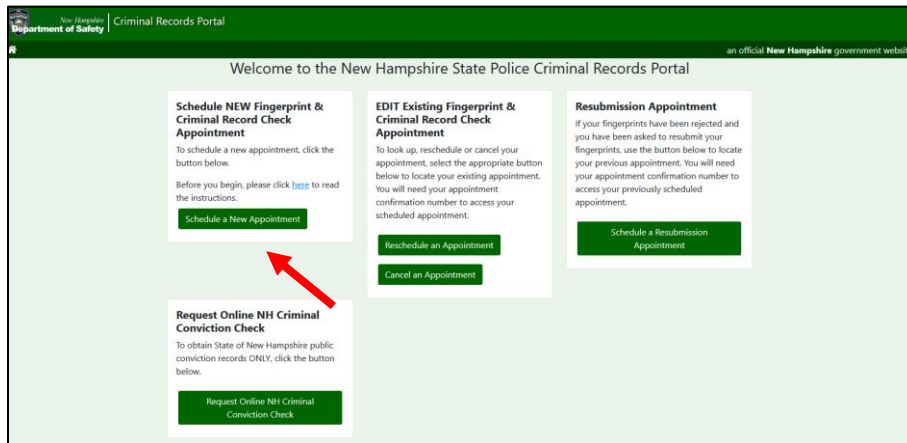


Diocese of Manchester Catholic School Employees Fingerprinting Instructions

First, you must register on the State of NH portal

1. Go to the NH Criminal Records Portal: <https://services.dos.nh.gov/chri/cpo/>
2. Click on "Schedule a New Appointment" (box at top left of your screen)



3. On the next page, review and click the box to certify that you agree to the information presented, then click 'Next.'
4. On the **Agency Selection** screen, select from the dropdown menu, then click 'Next.'

 - Type of agency: **Educational- Employee**
 - Agency: **Diocese of Manchester**

Agency Selection

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select Type Of Agency *

Educational - Employee

Select Agency *

DIOCESE OF MANCHESTER

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5. On the **Agency Confirmation** screen, confirm that you made the correct selections by clicking the box and selecting 'yes.' If you need to make changes, click 'no'.

Agency Confirmation

→ Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.

Type of Agency: Educational - Employee
This option only applies to the below listed school district. If you are seeking employment with the municipality in a capacity other than the school district, please exit and select "Municipal Employees". Please note, the fee for "Educational Employee" is \$48.25. If you are seeking to be a "Educational Volunteer" the fee is \$21.25. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

DIOCESE OF MANCHESTER	Address - 153 ASH ST., PO BOX 310, MANCHESTER, NH Phone - 6036630149 Email - medintino@rcbm.org
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☐ I certify that by checking this box, my results are to be disseminated to above listed agency(s). This cannot be undone and selecting the incorrect agency will require an additional payment.

No Yes

6. Enter your name, address, and contact information on the following screens, clicking 'Next' to proceed.

Note: Required fields are marked with a red asterisk.

Next, you will need to schedule your appointment

1. On the **Schedule and Appointment** screen, view available appointments by first selecting a date and clicking 'Search'.

Note: You can narrow your search for appointment by selecting a time range, if you prefer.

Schedule an Appointment

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
• To narrow down your search, you have the option of selecting a window of time.
→ Once you find the appointment date and time that you want to book, click on it and then click next.
→ Please note that appointments must be booked within 90 days of today's date.

Date * MM/DD/YYYY appointment between and

Search

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2. Once you select a date and click 'Search', a **Location** box will appear. Select your desired fingerprinting location using the dropdown arrow.

Notes:

- If your preferred location is not available, try another date. During busy times of year, you may need to look at dates 2-3 weeks in the future.
- Some sites are only available on certain days of the week.

3. Select the appointment time that you would like to schedule by clicking on it, then click 'Next'.

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
• To narrow down your search, you have the option of selecting a window of time.

→ Once you find the appointment date and time that you want to book, click on it and then click next.

→ Please note that appointments must be booked within 90 days of today's date.

Date * 08/25/2022 appointment between 08:00 AM and 04:00 PM

Search

Please select a location to see the number of appointments available.

Location * CONCORD - 9 timeslot Available Address: CONCORD - DEPARTMENT OF SAFETY BUILDING, 1ST FLOOR
33 HAZEN DRIVE, CONCORD, NH 03305

Appointment Start Time	Number of Appointments Available
11:50 AM	1
12:10 PM	1
01:10 PM	1
01:30 PM	1
01:50 PM	1
02:10 PM	1
02:50 PM	1
03:10 PM	1
03:30 PM	1

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4.

5. On the **Confirm your appointment details** screen, review all of the information for accuracy, then check the box certifying that the information is true.

Notes:

- If you wish to start the scheduling process over, click 'Start Over'.
- If corrections are needed, click 'Review & Change Information'.

Last, you will need to pay for your appointment using a credit card

1. Enter all required information and click 'Pay' (the amount you owe will display).
2. On the **Receipt** screen, you will be provided with your confirmation number, appointment details, payment summary, and additional information pertaining to the appointment.
3. Click the print icon  to print your receipt. You will also receive an email confirmation.
4. *If your school will be reimbursing you, please provide a copy of the receipt to your principal.*