

UNH Department of Education Background Check and Fingerprinting Process

According to NH RSA 189:13-a, “Upon enrollment in an educator preparation program at an institution of higher education, a candidate shall submit to a criminal history records check. The institution of higher education in which the candidate is enrolled shall conduct the criminal history records check. Upon placement of a candidate as a student teacher, the receiving school administrative unit, school district, or chartered public school shall conduct another criminal history records check of the candidate and shall follow the same procedures for assessing the candidate's criminal history background as for applicants for employment.” Therefore, students applying for admission to UNH educator preparation program are required to complete a background check by following the procedure listed below. Additional information about NH RSA 189:13-a can be found at: <http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>.

Checklist

Use this list to check your progress as you move through the background check process. If you have any questions, please contact Tracy May at tracy.may@unh.edu, (603) 862-1730, or in Room 203-Main Office of Morrill Hall.

AT THE TIME YOU SUBMIT YOUR APPLICATION:

- Call **(603) 223-3867** to make an appointment for applicant fingerprinting **at one of the locations listed below**. Select #3 from the menu options to be connected to the scheduling department. Their hours are Monday-Friday, 8:30-3:30. If you do not reach a person when you call, please leave a message.
 - Department of Safety Building, 33 Hazen Drive, Concord, NH, First Floor, Room 124
 - 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
- Provide the date of your background check appointment to Tracy May at tracy.may@unh.edu
- Print a copy of the *Criminal History Record Release* form. (See attached document.) Bring the form to a notary. **A list of the over 20 notaries who are located on the UNH campus can be found at <https://www.unh.edu/hr/notary>**. Complete the form in the presence of the notary and have the form notarized.

- Go to your Department of Motor Vehicles (DMV) appointment. Please arrive 10 minutes prior to your scheduled time. You will not need to wait in the DMV line since you will have a pre-arranged appointment. Arriving more than 10 minutes late may require you to reschedule at another date and time. If you arrive without an appointment, you will not be able to be fingerprinted. Bring a photo ID with you to the appointment (i.e., passport or driver's license). Bring the copy of the notarized *Criminal History Record Release* form.
- During your appointment your fingerprints will be scanned by qualified personnel using Livescan fingerprint technology. You will leave the appointment with a completed *Applicant Livescan Site* form and your notarized *Criminal History Record Release* form.

NOTE: YOUR FINGERPRINTS ARE ONLY AVAILABLE FOR 30 DAYS AFTER YOUR APPOINTMENT. Be sure to complete the rest of this process as soon as possible after your appointment. If the Department of Safety receives your paperwork after the 30-day mark, you will need to complete the fingerprint scan again.

- Bring the completed *Applicant Livescan Site* form, the notarized *Criminal History Record Release* form, **and your checkbook** to Tracy May in Room 203 – Main Office of Morrill Hall during regular business hours. The Department of Safety will require payment in the form of a check. The cost for volunteers is \$20.75.

After processing, your two forms and payment will be sent to the NH State Police Criminal Records Unit to initiate your background check.

- After the background check is complete, UNH will be sent a copy of your results.

AT THE START OF YOUR INTERNSHIP:

- When you progress through the program and are eligible for an internship you will be required to complete a second background check. Once your placement site has been determined, the Field Experience Office will provide the district with a notification that you are eligible for a field placement according to UNH policies. The school district will contact you with instructions for completing a second background check. The cost for student teachers and interns is \$47.00. No field placement is final until you have met the background check requirement(s) of the placement district.

**THANK YOU FOR COMPLETING THIS IMPORTANT REQUIREMENT FOR YOUR
FIELD EXPERIENCE AT UNH.**

If you have any questions, or encountered any problems, please contact Tracy May at tracy.may@unh.edu (603) 862-1730, or in Room 203 – Main Office of Morrill Hall at the University of New Hampshire.



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 – RSA 189:13-A

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 RSA 189:13-a.

CHRI RELEASED TO:

Name of SAU
University of New Hampshire
Superintendent/Chief Executive Officer
Tom Schram, Director of Teacher Preparation
Address
62 College Road, Durham, NH 03824

SAU # University of New Hampshire

Employee

Volunteer

Prepaid Account Number _____

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 - \$37.00 -or- INKED - \$47.00 for Employees and \$20.75 for Volunteers
NHSP LIVESCAN FEES: \$47.00 for Employees and \$30.75 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