

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 Elaine Walczak at Elaine.Walczak@unh.edu (603) 862-1730, or in the Main Office (Room 203) 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
- ☐ 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 Room 203 – the 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 Elaine Walczak at elaine.walczak@unh.edu, (603) 862-1730, or seek help in Room 203 – Main Office of Morrill Hall at the University of New Hampshire.