

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.

PRIOR TO SUBMITTING YOUR APPLICATION:

- Print a copy of the *Criminal History Record Release* form. (See document below.) 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.
- Bring the completed 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, written to **State of NH – Criminal Records** for \$25.00.
- 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.



State of New Hampshire

Department of Safety
DIVISION OF STATE POLICE

Criminal Records Unit

33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM

INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

SECTION I (PLEASE PRINT CLEARLY)

NAME _____
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____

SEX _____ DRIVER LICENSE NUMBER _____ STATE _____

PURPOSE OF RECORD: Housing Employment Annulment/Expungement

Other University of New Hampshire

My signature below certifies I am the individual listed above and the information provided is true

YOUR SIGNATURE: _____ DATE _____
Signed under penalty of unsworn falsification pursuant to RSA 641:3

SIGNATURE OF PERSON/ENTITY TO RECEIVE RECORD DATE

SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

Eun Kyeong Cho- Director of Teacher Preparation
NAME OF PERSON/ENTITY TO RECEIVE RECORD

ADDRESS 62 College Road Durham NH 03824
STREET CITY STATE ZIP CODE

YOUR SIGNATURE DATE

NOTARY'S SIGNATURE DATE
(AFFIX Seal) (comm.. Exp.)

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.

To prevent a delay in processing, I have enclosed a self-addressed envelope. Prepaid Acc't Number _____

A \$25.00 fee is required for each request. Make checks payable to: State of NH – Criminal Records.