



New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

NEW HAMPSHIRE HEALTH AND HUMAN SERVICES CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION
CHILD CARE FORM NH RSA 170-E:7 II

Must select one (please see instructions before checking a box)

FINGERPRINTS AND STATE BACKGROUND CHECK (LiveScan or Inked): [] \$24

NH State background check ONLY: [] -\$7.50

LIVESCAN TRACKING # (for official use only)

PLEASE TYPE OR PRINT CLEARLY
ALL INFORMATION IN SECTIONS MUST BE FULLY COMPLETED

If all sections are not complete the individual may be required to complete the fingerprint process again; additional fees may apply.

SECTION I

NAME (LAST) (MAIDEN/ALIAS) (FIRST) (MI)
ADDRESS (STREET) (CITY) (STATE) (ZIP CODE)
DATE OF BIRTH HAIR COLOR EYE COLOR SEX
DRIVER LICENSE NUMBER STATE

CHILD CARE PROGRAM (no abbreviations) PROGRAM LIC. #
CHILD CARE PROGRAM ADDRESS (Physical Street Address) (City/Town)

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

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

SECTION II

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

NAME: Mychelle Brown /DHHS, Child Care Licensing Unit ADDRESS: 129 Pleasant St., Concord, NH 03301

YOUR SIGNATURE DATE
Must be signed by the person listed above in Section I

NOTARY'S SIGNATURE (Affix Seal) DATE (Comm. Exp.)

NOTE: Make checks payable to: State of NH - Criminal Records. Payment must accompany this form.
Form must be notarized and signatures must be originals. Copies will not be accepted. Incomplete forms will not be accepted.

ALL INFORMATION MUST BE FULLY COMPLETED.

Residential Programs: Per RSA 170-E:29, effective September 8, 2013, all staff working in a licensed residential program must complete a Federal (fingerprint) and NH State Criminal Background Check. Follow the instructions below.

Center Based and Family Based Programs: Follow the instructions below.

Fingerprints submitted within the last three years? If you have had fingerprints completed for DHHS you may not need to repeat fingerprinting. Please see the Frequently Asked Questions from Child Care Licensing located at:

- <http://www.dhhs.nh.gov/oos/cclu/fingerprinting.htm>.

State Criminal Record Check only:

- A check or money order made payable to **State of NH - Criminal Records** for **\$7.50**. Send directly to: Department of Safety, Division of State Police, Criminal Records Unit, 33 Hazen Drive, Concord NH 03305

Fingerprints at a Department of Safety Fingerprint Station:

1. Call the appointment desk at the Department of Safety at 603-223-3867.
2. Be sure to bring the following 3 items to your appointment:
 - A notarized Criminal Record Release Authorization Child Care Form (form CCLU-1) for each person who has an appointment.
 - Official photo identification such as a driver's license, State issued photo ID, or passport.
 - A check or money order made payable to **State of NH - Criminal Records** for **\$24** for each individual being fingerprinted. The stations listed below all use LiveScan (digital) fingerprinting.
3. Once printed, submit a completed Household and Personnel form for the individual printed, to the Child Care Licensing Unit, 129 Pleasant Street, Concord NH 03301. The date fingerprints were submitted to State Police must be included on the Household and Personnel form.

Department of Safety Fingerprint Stations: For hours of operation please call the appointment desk at the Department of Safety at 603-223-3867.

- NH Department of Safety:** 33 Hazen Drive (James H. Hayes Building), Concord
- DMV Manchester Commons:** 377 South Willow Street, Manchester
- DMV Dover Point:** 50 Boston Harbor Road, Dover
- Troop C –Keene Area:** 15 Ash Brook Court, Keene
- Troop E –Ossipee Area:** 1863 White Mountain Highway, Tamworth
- Troop F –Littleton Area:** 549 Route 302, Twin Mountain

Local Police Station: Please note local police may charge an additional service fee and may delay the licensing process.

Local Police Locations w/ ink:

1. Request an ink card from the Child Care Licensing Unit.
2. Make an appointment with your local police station to be fingerprinted. Call the local police station directly, **DO NOT CALL** the appointment desk number listed above.
3. Submit your completed ink card to State Police with:
 - A notarized records release form
 - A check in the amount of \$24 made payable to: **State of NH—Criminal Records**.
 Send to: Department of Safety, Division of State Police, Criminal Records Unit, 33 Hazen Drive, Concord NH 03305
4. Submit a Household and Personnel form for the person being printed to: The Child Care Licensing Unit
129 Pleasant Street
Concord NH 03301

NOTE: INK PRINTS ARE OFTEN REJECTED BY THE FBI. THIS WILL DELAY THE PROCESS AND MAY RESULT ADDITIONAL PRINTING AND ADDED COSTS.

Local Police Locations w/ LiveScan:

1. Make an appointment with your local police station to be fingerprinted. Call the local police station directly, **DO NOT CALL** the appointment desk number listed above.
 2. Bring a check for \$16.50 payable to State of NH—Criminal Records. The local police station will submit fingerprints only to the State Police.
- Once printed:
1. Submit a notarized criminal records release form with a check for \$7.50 payable to: **State of NH—Criminal Records** send to: Department of Safety, Division of State Police, Criminal Records Unit, 33 Hazen Drive, Concord NH 03305
 2. Submit a Household and Personnel form for the person being printed to the Child Care Licensing Unit: 129 Pleasant Street, Concord NH 03301

ALL SECTIONS OF THE CRIMINAL RECORD RELEASE AUTHORIZATION CHILD CARE FORM MUST BE COMPLETED FULLY IN INK AND MUST BE LEGIBLE. Incomplete forms may result in being turned away from your appointment or your results may not be associated with your child care program, resulting in additional fingerprinting and costs. All signatures must be original. Photocopies of the signed and notarized form will not be accepted. Forms must be notarized *before* you arrive for your appointment. State Police will no longer accept previously issued release forms from the Child Care Licensing Unit.

KEEP COPIES OF ALL DOCUMENTATION FOR YOUR RECORDS

Please visit <http://www.dhhs.state.nh.us/DHHS/BCCL> for additional information.

If you need clarification or have any questions, please call our office at 603-271-9025.