

# Fingerprint Scheduling

## **School Employee Background and Criminal Record Check:**

At their employing school district the applicant must complete the School Employee/Volunteer Criminal History Records Check – RSA 189:13-a form, have the form notarized, obtain instructions to be fingerprinted by livescan and pay the fee to the school district. **Check or Money Order to be made payable to: State of NH – Criminal Records for \$48.25 for employees and \$21.25 for volunteers.**

***Scheduling an appointment is encouraged, as this is the best and most efficient way to process an applicant requiring fingerprints. To schedule an appointment for fingerprinting, please call: (603) 223-3867.***

***Scheduling an appointment has its benefits over walk-ins.*** If you call to schedule a livescan fingerprinting appointment, the operator will explain the fingerprinting process, the required paperwork you are to bring with you, and the fee you will be charged. Appointments are also more convenient for the applicant, knowing the exact time they will be served and allowing the flexibility of planning the remainder of their day. Please call **(603) 223-3867** and ask to be scheduled for applicant (or licensee) fingerprinting. Please arrive 10 minutes prior to your scheduled time and expect the process to take approximately 15 minutes. A 24-hour notice is requested for all cancellations.

The established protocol is for the applicant to schedule an appointment to be fingerprinted. The walk-in option is for the rare occasion when the hiring or licensing agency needs that applicant fingerprinted with good reason beyond the normal employing/licensing process. Scheduled appointments take priority, and a walk-in may be delayed up to an hour or more until a time slot is available. The walk-in option is NOT for applicants that do not wish to wait to be scheduled for an appointment; or waited too long during their agency's process to schedule a fingerprinting appointment in a timely manner.

## **Livescan Site Locations**

The Division of State Police maintains seven applicant livescan sites. The locations and addresses are:

- **Department of Safety Building, 33 Hazen Drive, Concord, NH 03305 - First Floor, Room 106A**  
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.
- **Manchester DMV Substation, 377 South Willow Street, Manchester, NH**  
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.
- **Dover Point DMV Substation 50 Boston Harbor Road (off Route 4), Dover, NH**  
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.
- **State Police Barracks Troop C, 15 Ash Brook Court, Keene, NH**  
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.
- **State Police Barracks Troop E, 1864 Route 16, Tamworth, NH**  
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.
- **State Police Barracks Troop F, 549 Route 302, Twin Mountain, NH**  
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.
- **Salem DMV Substation, 154 Main Street, Salem, NH**  
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.

## **Required Documents**

- Photo identification (driver's license; non-driver's license; passport)