



State of New Hampshire
Office of Professional Licensure &
Certification

7 Eagle Square, Concord NH 03301
Phone: 603-271-2152
customersupport@oplc.nh.gov

HOW TO OBTAIN A CRIMINAL BACKGROUND CHECK

Table of Contents

Please refer to the following information prior submitting any criminal background check materials to ensure you are complying with your Board's requirements.

Option A: for license applicants that **only** require a NH criminal history check.

- Assessors
- Auctioneers
- Court Reporters
- Family Mediators
- Funeral Directors & Embalmers
- Home Inspectors
- Guardian ad Litem
- Mechanical
- Real Estate Commission – Brokers, Salespersons
 - If you are an Appraiser, use Option B or Option C

Option B: for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who can complete their fingerprinting within the state of NH. **You do not have to be a resident of NH to proceed with this process.**

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
- Nursing
- Nursing Home Administrators
- Occupational Therapy
- Physical Therapy
- Psychology
- Real Estate Appraisers
- Recreational Therapists
- Respiratory Care Practitioners
- Speech-language Pathology and Hearing Care Provider



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Option C: for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who are unable to complete their fingerprinting within the state of NH.

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
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Option A: for license applicants that **only** require a NH criminal history check.

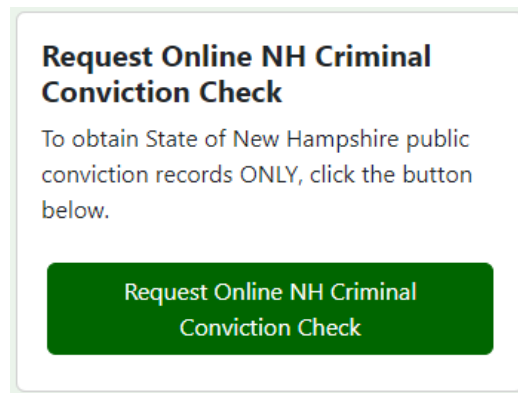
Please read all instructions prior to completing your criminal history check request.

Option A applies to the following Boards:

- Assessors
- Auctioneers
- Court Reporters
- Family Mediators
- Funeral Directors & Embalmers
- Home Inspectors
- Guardian ad Litem
- Mechanical
- Real Estate Commission – Brokers, Salespersons
 - If you are an Appraiser, use [Option B](#) or [Option C](#)

How to complete:

1. Use the [NH Department of Safety – Criminal Records Portal](#) online to **Request Online NH Criminal Conviction Check**.



Please be prepared to provide your name, phone number and an email address.

2. A fee of \$25.00 will be due and can be paid online using a credit or debit card. Accepted card issuers are VISA, MasterCard, American Express and Discover.

If you have any questions or need additional assistance, please contact our office at [\(603\) 271-2152](tel:6032712152) to speak with one of our customer support representatives. Our office hours are Monday thru Friday, 8am to 4pm (excluding holidays).



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Option B: for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who can complete their fingerprinting within the state of NH. **You do not have to be a resident of NH to proceed with this process.**

Please read all instructions prior to scheduling an appointment for fingerprinting.

Option B applies to the following Boards:

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
- Nursing
- Nursing Home Administrators
- Occupational Therapy
- Physical Therapy
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Appointments are available at the following locations:

- **Concord** - Department of Safety Building, 33 Hazen Drive - First Floor, Room 106A
 - Fingerprinting: Monday – Friday 8:30am to 3:30pm
 - Public Counter: Monday - Friday 8:15am to 4:15pm
- **Manchester** - DMV Substation, 377 South Willow Street
- **Twin Mountain** - State Police Barracks Troop F, 549 Route 302
- **Dover Point** - DMV Substation 50 Boston Harbor Road (off Route 4)
 - Monday – Friday 8:30am to 3:45pm
- **Keene** - State Police Barracks Troop C, 15 Ash Brook Court
- **Tamworth** - State Police Barracks Troop E, 1864 Route 16
- **Salem** - DMV Substation, 154 Main Street
 - Monday – Wednesday, Friday 8:45 a.m. to 2:30 p.m.
 - Thursday 8:45am to 2pm



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How to complete:

1. Use the [NH Department of Safety – Criminal Records Portal](#) online to **Schedule NEW Fingerprint & Criminal Record Check Appointment.**

Schedule NEW Fingerprint & Criminal Record Check Appointment

To schedule a new appointment, click the button below.

Before you begin, please click [here](#) to read the instructions.

[Schedule a New Appointment](#)

2. Please ensure that you review the [FBI Privacy Act Statement](#) **before** proceeding with scheduling an appointment.
3. When selecting your profession/board, please ensure you choose the option applicable to the license you are completing this process for. **Do not select OPLC.**
4. A fee of \$48.25 will be due and can be paid online using a credit or debit card. Accepted card issuers are VISA, MasterCard, American Express and Discover.

If you have any questions or need additional assistance, please contact our office at [\(603\) 271-2152](tel:6032712152) to speak with one of our customer support representatives. Our office hours are Monday thru Friday, 8am to 4pm (excluding holidays).

You may also contact customer services at Criminal Records at [\(603\) 223-3867](tel:6032233867) or by using the email address criminalrecordunit@dos.nh.gov.



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Option C: for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who are unable to complete their fingerprinting within the state of NH.

Please read all instructions prior to submitting your background check materials.

Option C applies to the following Boards:

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
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- Mental Health
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- Physical Therapy
- Psychology
- Real Estate Appraisers
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- Respiratory Care Practitioners
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How to complete:

1. Please get fingerprinted at any available location if you are unable to travel to NH. Most police stations and/or town halls can complete this for you. You may also use other fingerprinting services if they are available.
 - **Fingerprints must be on a standard Applicant FD-258 fingerprint card (also known as a “Federal Fingerprint Card”).** These are offered in every state in the USA.
 - **Copies of fingerprint cards are not accepted.**
 - If a facility offers a LiveScan in place of traditional ink, the LiveScan **must** be printed onto a standard Applicant FD-258 fingerprint card.
 - Fingerprint cards must be filled out completely.
 - **An ORI (Originating Agency Identifier) number is not applicable.** If asked to provide one, please leave the area blank.



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See the below example of an FD-258 fingerprint card. Please ensure that each area outlined in red is filled out completely. Do not submit this example with your background check materials.

APPLICANT <small>* See Privacy Act Notice on Back FD-258 (Rev. 11-1-20) 1110-0046</small>		LEAVE BLANK			TYPE OR PRINT ALL INFORMATION IN BLACK			FBI		LEAVE BLANK		
		LAST NAME NAM			FIRST NAME			MIDDLE NAME				
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA			O R I					DATE OF BIRTH DOB Month Day Year		
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ						SEX		RACE	HGT.	WGT.
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			YOUR NO. OCA			LEAVE BLANK					
EMPLOYER AND ADDRESS		UNIVERSAL CONTROL NO. UCN			ARMED FORCES NO. MNU			CLASS _____				
REASON FINGERPRINTED		SOCIAL SECURITY NO. SOC			MISCELLANEOUS NO. MNU			REF. _____				
Licensing												
SAMPLE ONLY												
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE				
DO NOT												
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE				
COMPLETE												
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				



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2. Complete **Section I** and the first line of **Section II** of the [Criminal Record Authorization Form](#). Do not forget to select your profession from the dropdown list.

SECTION I (PLEASE PRINT CLEARLY)					
Last Name	_____	First Name	_____	Maiden	_____ MI _____
Address	_____	City	_____	State	_____ Zip _____
Date of Birth	_____	Hair Color	_____	Eye Color	_____ <input type="checkbox"/> Male <input type="checkbox"/> Female
Driver's License Number	_____	State	_____		
My signature below signifies I am the individual listed above and the information provided is true.					
Signature	_____			Date	_____
Signed under penalty of unsworn falsification pursuant to RSA 641:13					
SECTION II					
I hereby authorize the release of my criminal record conviction(s), if any, to the following:				Choose from List: _____	

This form does not need to be notarized.

3. A fee of \$48.25 will be due and can be paid by check or money order. **Check must be made payable to State of NH – Criminal Records.**
4. Prior to submitting your background check materials, ensure that you review the [FBI Privacy Act Statement](#).
5. To avoid delays in processing, **submit all three requirements together** to the following address:

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