



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
7 Eagle Square, Concord, NH 03301  
Phone: 603-271-2152

**Guardian ad Litem Board**  
**APPLICATION CHECKLIST**

*Include this checklist when submitting your application. This is a checklist only. Consult Chapter Gal 300 of the Board's administrative rules for specific requirements relative to new applications. All forms are located on the board's website <https://www.oplc.nh.gov/guardian-ad-litem-board>*

1. Name of Applicant: \_\_\_\_\_
2. \_\_\_\_ A check for application fee of \$75.00 payable to "Treasurer, State of New Hampshire".  
*[Pursuant to Gal 304.01 (a)]*
3. \_\_\_\_ "Application for GAL Certification" – Original (signed and dated) & 3 copies. *[Pursuant to Gal 303.01 (a)]*
4. Required supporting documents:
  - a. \_\_\_\_ A fully executed "Criminal Records Release" with notarized signature. *[Pursuant to Gal 302.03 (b)]. Section II should be completed as Guardian ad Litem Board, 7 Eagle Square, Concord NH 03301 as the recipient. Forms available on Board website.*
  - b. \_\_\_\_ A check for "Criminal Records Release" of \$25.00 payable to State of NH – Criminal Records. *[Pursuant to Gal 302.03 (c)]*
  - c. \_\_\_\_ 4 copies of higher education transcripts(s). *[Pursuant to Gal 302.03 (a). See Application Part C: Education/Experience, section 1]*
  - d. \_\_\_\_ An original and 3 copies of completed GAL Form "Log of Professional or Volunteer Experience. *[Pursuant to Gal 302.02 (c) (2) – (4). See Application Part C: Education/Experience, section 5]*
  - e. \_\_\_\_ An original and 3 copies of separate attached document providing the information for fulfillment of training requirements. *[Pursuant to Gal 303.02. See Application Part D: Guardian ad Litem Training, section 1]*

- f. \_\_\_\_\_ An original and 3 copies of Central Registry confirmation. [*Pursuant to Gal 302.03 (d)*]
- g. \_\_\_\_\_ An original and 3 copies of “Written Submission” essay. [*Pursuant to Gal 302.03(e)*]
- h. \_\_\_\_\_ 3 positive references, each on a Gal Reference Form or in a written narrative format, to be mailed directly to GAL Board. [*See Application Part G, and pursuant to Gal 302.03 (f)*]
- i. \_\_\_\_\_ 4 Copies of photo ID or other government document with applicant’s photo, name and date of birth. [*Pursuant to Gal 302.03 (g)*]
- j. \_\_\_\_\_ An original and 3 copies of completed GAL Form “Waiver of Confidentiality”. [*Pursuant to Gal 302.03 (h)*]
- k. An original and 3 copies of separate attached document(s) for each applicable section of the “Application for GAL Certification” that had “Yes” as an answer. Each document shall contain a heading with the applicable Part Letter/Name and Section Number/Letter as reference, and complete responses to the requirements of the applicable section:
  - i. \_\_\_\_\_ If a Yes answer to *Part D: Guardian ad Litem Training, section 2.* [*Pursuant to Gal 303.02*]
  - ii. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 1.* [*Pursuant to Gal 302.02 (f) (2)*]
  - iii. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 3.* [*Pursuant to Gal 302.02 (f) (4)*]
  - iv. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 8.* [*Pursuant to Gal 302.02 (f) (9)*]
  - v. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 10.* [*Pursuant to Gal 302.02 (f) (11)*]
  - vi. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 12.* [*Pursuant to Gal 302.02 (f) (13)*]
  - vii. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 14.* [*Pursuant to Gal 302.02 (f) (15)*]
  - viii. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 16.* [*Pursuant to Gal 302.02 (f) (17)*]
  - ix. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 18.* [*Pursuant to Gal 302.02 (f) (18)*]

- x. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 21.*  
*[Pursuant to Gal 302.02 (f) (20)]*
  - xi. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 23.*  
*[Pursuant to Gal 302.02 (f) (21)]*
  - xii. \_\_\_\_\_ If a Yes answer to *Part F: Professional Record and Ethics, section 25.*  
*[Pursuant to Gal 302.02 (f) (22)]*
  - xiii. \_\_\_\_\_ If a Yes answer to *Part G: Other Information, section 1.* *[Pursuant to Gal 302.02 (g) (2)]*
  - xiv. \_\_\_\_\_ If a Yes answer to *Part G: Other Information, section 4.* *[Pursuant to Gal 302.02 (g) (4)]*
5. \_\_\_\_\_ The application is signed, dated, and applicant's name is legibly printed. *[Pursuant to Gal 302.02 (i), (j) and (k)]*

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***Note: Your application is not considered complete until the board receives all required documents.***

Send application and supporting materials to:

Guardian ad Litem Board  
7 Eagle Square  
Concord, N.H. 03301

Questions: Call 603-271-2152