



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

Guardian ad Litem Board

RENEWAL APPLICATION CHECKLIST

Include this checklist when submitting your application. This is a checklist only. Consult Chapter Gal 400 of the Board's administrative rules for specific requirements relative to renewal applications. All forms are located on the board's website www.nh.gov/gal.

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 (b)]
3. _____ "Renewal Application for GAL Certification" – Original (signed and dated) & 3 copies.
[Pursuant to Gal 401.03 (b)]
4. Required supporting documents:
 - a. _____ A fully executed "Criminal Records Release" with notarized signature. *[Pursuant to Gal 401.09 (a)]. Section II should be completed as Guardian ad Litem Board, 7 Eagle Square, Concord NH 03301 as the recipient. Additional form available at <http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/documents/dssp256.pdf>.*
 - b. _____ An original copy of Central Registry confirmation. *[Pursuant to Gal 401.09 (c)]*
 - c. _____ An original copy of separate attached document(s) if a Yes answer to *Part D: Professional Record and Ethics, section 1*, and pursuant to Gal 401.09 (d); and
 1. _____ 1 copy of the order, decision or writing, if any, *[Pursuant to Gal 401.09 (d) (1)]*; and
 2. _____ 1 copy of the order, decision or writing, if any, *[Pursuant to Gal 401.09 (d) (2)]*.
 - d. _____ A request for approval if the applicant is, at the time of his or her application, seeking approval of an activity listed in Part C: Recent Education, section 6.a. *[Pursuant to 401.09 (f)]*

- e. _____ If the applicant is, at the time of the filing of a renewal application, requesting an alteration of time in which to complete continuing education, attach a signed written request. *[Pursuant to 403.01 (i)]*
5. _____ The application is signed, dated, and applicant's name is legibly printed. *[Pursuant to 401.03 (a)]*
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Note: Your renewal 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