

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE
DIVISION OF TECHNICAL PROFESSIONS

121 South Fruit Street, Suite 201

Concord, N.H. 03301-2412

Telephone 603-271-2219 · Fax 603-271-7928

PETER DANLES
Executive Director

JOSEPH SHOEMAKER
Division Director



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 www.oplc.nh.gov/guardian-ad-litem.

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, 121 South Fruit Street, Concord NH 03301 as the recipient. Additional form available at <http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/documents/dssp256.pdf>.*
 - 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)]

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

Send application and supporting materials to:

Guardian ad Litem Board
121 South Fruit Street, Suite 201
Concord, N.H. 03301

Questions: Call 603-271-2219 or email: christine.horne@oplc.nh.gov

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Executive Director

LINDA CAPUCHINO
Division Director



Guardian ad Litem Board

Application for GAL Certification

Instructions:

1. New applicants shall submit an original and three copies of this form and required supporting documents to the address above. Underlined documents listed within this application shall be attached.
2. All sections must be **legibly** completed in ink. Applicant shall use "NA" if the question is not applicable. Attach additional sheets if needed including referenced Part title and Section number.
3. Enclose check(s) for all required fees.

Part A: Personal Data

1. Full Name: *First:* _____ *Middle:* _____ *Last:* _____

2. Other names (including maiden) by which applicant has been known including dates used:

a. *Name:* _____ *Dates used:* _____

b. *Name:* _____ *Dates used:* _____

c. *Name:* _____ *Dates used:* _____

3. Date of birth: *Month:* _____ *Date:* _____ *Year:* _____

4. Address of Guardian ad Litem's Business -

a. *Number & Street:* _____

b. *Town/State:* _____ *Zip Code:* _____

5. Mailing address of Guardian ad Litem's Business (if different than above) -

a. *Number & Street:* _____

b. *Town/State:* _____ *Zip Code:* _____

6. Applicant's Guardian ad Litem business email address: _____

7. Telephone number of Guardian ad Litem business: _____

8. Applicant's residence address:

a. *Number & Street:* _____

b. *Town/State:* _____ *Zip Code:* _____

9. Applicant's home telephone number: _____

10. Any other telephone number held by the applicant not listed elsewhere on the application:

a. _____

b. _____

11. List any language you speak other than English, including any form of sign language:

a. _____

b. _____

12. Does the applicant possess a valid driver's license? _____

13. Does the applicant have access to reliable transportation? _____

14. Check the courts in which the applicant would be willing to serve as a GAL:

a. *Family Division*

_____ Berlin

_____ Brentwood

_____ Claremont

_____ Colebrook

_____ Concord

_____ Conway

_____ Derry

_____ Dover

_____ Franklin

_____ Goffstown

_____ Haverhill

_____ Hillsborough

_____ Hooksett

_____ Laconia

_____ Lancaster

_____ Lebanon

_____ Littleton

_____ Manchester

_____ Merrimack

_____ Nashua

_____ Newport

_____ Ossipee

_____ Plymouth

_____ Portsmouth

_____ Rochester

_____ Salem

b. Probate Division

_____ Brentwood

_____ Concord

_____ Dover

_____ Haverhill

_____ Keene

_____ Laconia

_____ Lancaster

_____ Nashua

_____ Newport

_____ Ossipee

c. Superior Division

_____ Belknap

_____ Carroll

_____ Cheshire

_____ Coos

_____ Grafton

_____ Hillsborough N

_____ Hillsborough S

_____ Merrimack

_____ Rockingham

_____ Strafford

_____ Sullivan

d. District Division

_____ Berlin

_____ Brentwood

_____ Candia

_____ Claremont

_____ Colebrook

_____ Concord

_____ Conway

_____ Derry

_____ Dover

_____ Franklin

_____ Goffstown

_____ Haverhill

_____ Hillsborough

_____ Hooksett

_____ Jaffrey/Peterbgh.

_____ Keene

_____ Laconia

_____ Lancaster

_____ Lebanon

_____ Littleton

_____ Manchester

_____ Merrimack

_____ Milford

_____ Nashua

_____ Newport

_____ Ossipee

_____ Plaistow

_____ Plymouth

_____ Portsmouth

_____ Rochester

_____ Salem

Part B: Employment History

1. Name of applicant's present employer, if any, including self-employment:

2. If applicant is not presently employed, check which applies:

a. Retired, and, if so, from what occupation? _____

b. A full-time student

3. If the applicant is presently employed:

a. Address of the applicant's present employer:

Number & Street _____

Town/State/Zip Code _____ *Telephone* _____

b. Date the applicant began employment with current employer: _____

c. The applicant's job title: _____

d. Whether the employment is part-time or full time: _____

e. May the board contact you at your place of employment? _____

f. May the board contact your present employer regarding this application? _____

4. Provide the information below for any other employment, full or part-time, within the last 7 years:

	<i>Name of Employer</i>	<i>Address</i>	<i>Dates of Employ.</i>	<i>Job Title</i>	<i>Full or Part-time?</i>	<i>Reason for leaving</i>	<i>May the board contact?</i>
a.							
b.							
c.							
d.							

Part C: Education/Experience

1. Provide the information below for all accredited undergraduate and graduate colleges or universities attended by the applicant. Four copies of an official transcript of work performed by the applicant in satisfaction of either a bachelor's degree, an associate's degree or a more advanced degree beyond a bachelor's, whichever is the highest degree obtained by the applicant, which transcript provides that a bachelor's, associate's or more advanced degree has been awarded.

<i>Name of College</i>	<i>Address</i>	<i>Dates of Attendance</i>	<i>Date of graduation</i>	<i>Type of degree</i>	<i>Major & Minor courses of study</i>
a.					
b.					
c.					
d.					

2. If the applicant possesses a Bachelor's degree from an accredited college or university, does the applicant possess at least 600 hours of experience in professional or volunteer activities dealing with children or incapacitated adults?

_____ Yes _____ No _____ N/A

3. If the applicant possesses an Associate's degree from an accredited college or university, does the applicant possess at least 1,000 hours of experience in professional or volunteer activities dealing with children or incapacitated adults?

_____ Yes _____ No _____ N/A

4. If the applicant possesses an advanced degree beyond a Bachelor's degree from an accredited college or university for which a Bachelor's degree is a prerequisite, does the applicant possess at least 200 hours of experience in professional or volunteer activities dealing with children or incapacitated adults?

_____ Yes _____ No _____ N/A

5. Complete the information on Form "Log of Professional or Volunteer Experience" and attach to this application.

Part D: Guardian ad Litem Training

1. Attach a separate piece of paper listing the names and dates of each course that the applicant has taken in fulfillment of the training requirements set for in Gal 303.02; and
2. Has the applicant engaged in any shadow training to fulfill part of the training requirements?
 Yes No
3. If the answer to question 2 above is Yes, attach a separate piece of paper providing:
 - a. The dates and times of shadowing;
 - b. The court at which the shadowing was completed;
 - c. The types of cases that were shadowed;
 - d. The name and signature of the Mentoring Certified Guardian ad Litem;
 - e. The name, signature and title of a court employee verifying your shadowing; and
 - f. Your signature certifying that you completed this aspect of the training.

Part E: Other Experience

1. Has the applicant ever been appointed as a guardian ad litem in this or any other jurisdiction?
 Yes No

2. If the answer to question 1 above is Yes, provide the following information for each jurisdiction:

- a. The name of the state(s) in which the applicant was appointed:

- i. _____

- ii. _____

- b. The name of the court or other entity that made the appointment:

- i. _____

- ii. _____

3. If the applicant is not an attorney, in how many family law cases has the applicant been involved in the capacity of a witness, representative or decision-maker? _____

Describe the applicant's role in each case.

- a. _____

- b. _____

- c. _____

- d. _____

4. If the applicant is an attorney, how many years has the applicant practiced in the area of family law?

5. List any related educational experiences engaged in by the applicant, including the dates of such experience:

a. _____ *Dates:* _____

b. _____ *Dates:* _____

c. _____ *Dates:* _____

d. _____ *Dates:* _____

Part F: Professional Record and Ethics

1. Has the applicant ever been licensed, registered or certified by any certifying Board?

_____ Yes _____ No

2. If the answer to question 1 above is Yes, attach a separate piece of paper providing:

- a. The name of the certifying board(s);
- b. Address of the certifying board(s); and
- c. The dates of registration, certification or licensure.

3. Does the applicant currently hold any professional licenses, certifications, or registrations of any type, other than those noted in question 1 above and other than bar memberships?

_____ Yes _____ No

4. If the answer to question 3 above is Yes, attach a separate piece of paper providing:

- a. The name and address of each organization, association, agency or other entity that issued such license, registration or certification;
- b. The date that the applicant was first licensed, registered or certified;
- c. The date, if any, when such license, registration or certification will expire.
- d. Whether the applicant is a member, licensee, registrant or certified party in good standing of each organization, agency or other entity noted in section 4.a. above.

5. Is the applicant a member of the bar in any state? _____ Yes _____ No

6. If the answer to question 5 above is Yes, provide the following information:

a. *State* _____ *Date of admission* _____

b. *State* _____ *Date of admission* _____

7. List any additional professional affiliations held by the applicant and any additional professional associations of any type which the applicant is a member:

- a. _____
- b. _____
- c. _____
- d. _____

8. Has the applicant ever been disbarred, or has ever been suspended from the practice of any profession, reprimanded, censured, had his or her certification, registration or licensure in a profession revoked, or otherwise been disciplined, sanctioned or disqualified from professional practice of any type by any professional organization or other entity supervising or overseeing a profession in this or any other jurisdiction?

_____ Yes _____ No

9. If the answer to question 8 above is Yes, attach a separate piece of paper providing:

- a. The name, address and telephone number of the organization or entity taking such action against the applicant;
- b. The type of action taken;
- c. The date of the action;
- d. A description of the facts giving rise to the action;
- e. A description of the reason for such action, including whether it was claimed the applicant engaged in misconduct in performance of his or her GAL duties or that the applicant was not of good character; and
- f. The procedural history of the matter, including whether or not the action was reversed or overturned on appeal.

10. Has the applicant ever had an appointment as a GAL in this or any other jurisdiction suspended or revoked?

_____ Yes _____ No

11. If the answer to question 10 above is Yes, attach a separate piece of paper providing:

- a. The name, address and telephone number of the organization or entity taking such action against the applicant;
- b. The type of action taken;
- c. The date of the action;
- d. A description of the facts giving rise to the action;
- e. A description of the reason for such action, including whether it was claimed the applicant engaged in misconduct in performance of his or her GAL duties or that the applicant was not of good character; and
- f. The procedural history of the matter, including whether or not the action was reversed or overturned on appeal.

12. Other than addressed above, has the applicant ever been disciplined, reprimanded or sanctioned for any activity undertaken as a guardian ad litem in this or any other jurisdiction?

_____ Yes _____ No

13. If the answer to question 12 above is Yes, attach a separate piece of paper providing:

- a. The name, address and telephone number of the organization or entity taking such action against the applicant;
- b. The type of action taken;
- c. The date of the action;
- d. A description of the facts giving rise to the action;
- e. A description of the reason for such action, including whether it was claimed the applicant engaged in misconduct in performance of his or her GAL duties or that the applicant was not of good character; and
- f. The procedural history of the matter, including whether or not the action was reversed or overturned on appeal.

14. Has the applicant ever been a defendant in any criminal proceeding, or has been charged with or arrested for any criminal matter, in this or any other jurisdiction, which has not been annulled?

_____ Yes _____ No

15. If the answer to question 14 above is Yes, attach a separate piece of paper providing:

- a. The name and docket number of each case, or, if unavailable, such other information as will serve to identify each case or matter;
- b. The jurisdiction in which each matter was or is pending;
- c. The name of the court, if any, in which each matter was or is pending;
- d. The date that each matter was initiated;
- e. A description of the nature of each case or matter, including:
 - i. Each offense charged or for which the person was arrested and, if the offense involved an attempt, conspiracy or solicitation, the underlying offense alleged to have been the subject of the conspiracy, attempt or solicitation;
 - ii. Whether the offense at issue was a felony;
 - iii. Whether the offense at issue was a misdemeanor;
 - iv. If the offense at issue was a misdemeanor, whether conviction of, or a plea of guilty to, the offense would bring, or did bring, the total number of the person's misdemeanors to more than 2, regardless of the jurisdiction(s) in which any of the misdemeanors arose;
 - v. Whether the offense at issue involved a child or incapacitated adult as a victim or intended victim; and
 - vi. Whether the offense at issue involved either domestic violence as defined by RSA 173-B: 1, IX, as further specified in RSA 173-B:1, I so as to include either commission or attempted commission of the offense, solicitation or conspiracy to commit that offense as so described, or an offense in another jurisdiction which would have constituted domestic violence as described, or solicitation or conspiracy to commit that offense, if committed in, or charged under the law of, the state of New Hampshire.

- f. The procedural history of the matter, including whether there was a conviction or a guilty plea and the appellate history of the matter, if any; and
- g. Whether the matter is still pending.

16. Has the applicant ever had an application for license, certification, registration or approval to practice as a guardian ad litem denied in a jurisdiction other than New Hampshire?

Yes No

17. If the answer to question 16 above is Yes, attach a separate piece of paper providing:

- a. The name of the court or other authority taking such action;
- b. The date of such action;
- c. A description of the reason for such action;
- d. A description of the procedural history of the matter; and
- e. Whether the ground for the denial was subsequently superseded by the granting of an application.

18. Has the applicant ever been subject to a fine pursuant to RSA 490:26-g, Guardians ad Litem; Failure to File Reports, for failure to file a report required by any court of statute by the date the report was due?

Yes No

19. If the answer to question 18 above is Yes, attach a separate piece of paper providing:

- a. The court which imposed the fine;
- b. The date of the fine; and
- c. The amount of the fine.

20. Does the applicant know of any reason, other than a potential conflict of interest, why the applicant should not be appointed as a guardian ad litem and, if so, an explanation of those reasons?

21. Has the applicant ever been subject to any protective order in this or any other jurisdiction?

Yes No

22. If the answer to question 21 above is Yes, attach a separate piece of paper providing:

- a. The name and docket number of the case;
- b. The jurisdiction and name of the court in which the matter was pending;
- c. The date of the protective order;
- d. A description of the circumstances giving rise to the restraining order;
- e. The procedural history of the case; and
- f. Whether the matter is still pending.

23. Has the applicant ever been held in contempt of court in this or any other jurisdiction?

Yes No

24. If the answer to question 23 above is Yes, attach a separate piece of paper providing:

- a. The name and docket number of the case;
- b. The jurisdiction and name of the court in which the matter was pending;
- c. The date of the finding of contempt;
- d. A description of the circumstances giving rise to the finding of contempt;
- e. The procedural history of the case; and
- f. Whether the matter is still pending.

25. Has the person ever been the subject of a report of child abuse or neglect in this or any other jurisdiction?

Yes No

26. If the answer to question 25 above is Yes, attach a separate piece of paper providing:

- a. The jurisdiction in which the report was issued;
- b. The date of the report;
- c. A description of the circumstances to which the report related; and
- d. The outcome of the matter, including whether the report was determined to be founded by the authority investigating the matter.

Part G: Other Information

1. Has the applicant ever been a party to any family law or domestic relations proceeding, or any other non-criminal court case, proceeding or action of any type, in this or any other jurisdiction, including but not limited to any civil, equity, landlord/tenant, probate, bankruptcy, forfeiture or other action, proceeding or matter of any type whatsoever, other than traffic or parking offenses charged as a violation or cases in which the person served solely in the capacity of a guardian ad litem?

Yes No

2. If the answer to question 1 above is Yes, attach a separate piece of paper providing:

- a. The name and docket number of the case;
- b. The name of the court in which the matter was pending;
- c. The date that the matter was initiated;
- d. A description of the nature of the case; and
- e. Whether the matter is still pending.

3. Does the applicant possess other or additional specialized knowledge, training, experience or skills not otherwise specified that he or she believes would be of assistance in carrying out the duties of a guardian ad litem and, if so, a description of that knowledge, training, experience of skill?

4. Has the applicant ever been denied certification by the board and, if so, attach a separate piece of paper providing:

- a. The date of the denial; and
- b. The reason for the denial.

Part G: References

Provide the following information of the 3 individuals, whose letters of reference are attached in support of the application:

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship to applicant</i>	<i>Number of years known</i>
a.				
b.				
c.				

Part H: Certification

The applicant certifies that:

1. The information provided by the applicant on or in connection with the application form is, to the best of the applicant's knowledge and belief, true, accurate and complete and the documentation provided in support of the application is a true and complete version of the documentation submitted;
2. The applicant acknowledges that the information provided on the application form and the documentation provided to support the application is public information except to the extent exempted from public disclosure pursuant to RSA 91-A, court order, RSA 490-C or orders issued there under;
3. The applicant specifically acknowledges that any and all information submitted to the board may be divulged by the board to any potential appointing court as well as to such other entities or persons as provided for by these rules or other law, including the New Hampshire judicial branch family division; and
4. The applicant acknowledges that, pursuant to RSA 641:3, knowingly making a false representation on the application form is punishable as a misdemeanor.

Applicant's Signature

Date

Print Name

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Guardian ad Litem Board

LOG OF PROFESSIONAL or VOLUNTEER EXPERIENCE

Complete this document in response to GAL Application, Part C: Education/Experience, question 5.

Applicant's Name: _____
Print Name

1. Check highest degree applicant has obtained from an accredited college or university:

_____ Associate's – Must have at least 1,000 hours.

_____ Bachelor's – Must have at least 600 hours.

_____ Advanced Degree (for which a Bachelor's degree was a prerequisite) – Must have at least 200 hours.

2. How many hours of experience is applicant claiming (total of hours listed below)? _____

3. Provide the following information for hours of experience in response to question 2 above:

<i>Description of Activity</i>	<i>Activity Location</i>	<i>Name & Address of person who can verify info.</i>	<i># Hours for activity</i>
--------------------------------	--------------------------	--	---------------------------------

a.			
b.			
c.			
d.			

Continued from page 1

Description of Activity *Activity Location* *Name & Address of person
who can verify info.* *# Hours for
Activity*

e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			

By signing below the applicant certifies that the activities provided above meet the requirements of Gal 302.02 (c) (1) – (4).

Applicant signature

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Guardian ad Litem Board

REFERENCE FORM

This form may be used to provide the Guardian ad Litem Board with information concerning an applicant for certification as a guardian ad litem in New Hampshire. Persons submitting references may, alternatively, submit a written narrative containing all of the required information contained on this form. Positive letters of reference are required from three individuals, at least one of whom has known the applicant for at least two years, and at least one of whom has observed the applicant's interaction with children or incapacitated adults or who has had the opportunity to form an opinion regarding the applicant's ability to understand and empathize with children or incapacitated adults.

Mail references directly to Guardian ad Litem Board, 121 South Fruit Street, Concord, NH 03301

1. Applicant's Name: _____

2. Name of person writing this reference: _____

3. Address of writer: *street:* _____

Town, state, zip code: _____

4. Brief description of writer's background:

5. How long have you known the applicant? _____

6. Is the writer a family member, current business partner, employee, workplace subordinate or business associate of the applicant (other than supervisor)?

_____ Yes (*If yes, writer is ineligible to submit reference.*)

_____ No

7. Is the writer familiar with the applicant's character and overall knowledge, skill, proficiency and impartiality in contexts that the writer views as indicative of the applicant's future successful performance of the duties of a guardian ad litem?

Yes No *(If no, writer is ineligible to serve as a reference.)*

8. Has the writer observed the applicant's interaction with children or incapacitated adults or had the opportunity to form an opinion regarding the applicant's ability to understand and empathize with children or incapacitated adults?

Yes No

a. If you answered Yes to question 8 above, do you attest to the applicant's ability to understand and empathize with children or incapacitated adults?

Yes No

b. If you answered Yes to question 8 above, have you formed an opinion as to the applicant's ability to understand and empathize with children or incapacitated adults?

Yes No

9. What attributes of the applicant do you believe would render the applicant a good candidate for certification as a guardian ad litem?

10. In your opinion, is the applicant a person of good character?

Yes No

11. If you answered Yes to question 10 above, why do you conclude that the applicant is a person of good character?

12. Do you recommend the applicant for certification as a guardian ad litem?

Yes No

Signature of writer

Date

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CENTRAL REGISTRY INSTRUCTIONS

Do not include these instructions with your mailing

Complete and mail the Central Registry form, and a self-addressed stamped envelope to the address listed at the bottom of the form. Additional forms are available for download at <http://www.dhhs.nh.gov/dcbcs/nhh/documents/central-registry.pdf>.

The Division for Children, Youth and Families will mail your form back to you with a stamp identifying any findings. Once you receive the stamped form, mail that original form and 3 copies to the board. The form cannot be submitted directly by the board due to privacy rules.

Note: Your application is not considered complete until the board receives all required documents, therefore, the Central Registry form must be submitted under the same applicable timelines.

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Guardian ad Litem Board

WAIVER OF CONFIDENTIALITY

I acknowledge and state that the application form, supporting documentation, and any other material received by the Guardian ad Litem Board from or about me may be disclosed to:

1. The Supreme, Superior, District, Probate and any other state court located in the State of New Hampshire, including the New Hampshire Judicial Branch Family Division;
2. The Federal District Court or any other court of the United State located in New Hampshire;
3. Any other court in any jurisdiction other than the above, and any certifying board, which requests information on the applicant in connection with the appointment, registration or certification of me as a guardian ad litem;
4. CASA, if I am a CASA volunteer; and
5. Any other person or entity not prohibited by law.

Signature

Date

Print Name

**OPTIONAL INFORMATIONAL QUESTION
REGARDING MILITARY EXPERIENCE AND/OR RELATIONSHIP
TO MILITARY PERSONNEL TRANSFERRED TO NEW HAMPSHIRE**

Dear Applicant,

Pursuant to New Hampshire RSA 332-G:7, each board supported by the New Hampshire Office of Professional Licensure and Certification (OPLC) shall:

1. "upon presentation of satisfactory evidence with an application for licensure, certification, or registration, accept education, training, or service completed by an individual as a member of the armed forces, as defined in RSA 21:50, II, toward the qualifications required to receive the license, certificate, or registration in question."

RSA 21:50, II - "Armed forces" means the United States Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, Army National Guard, and the Air National Guard. "Armed forces" also includes other components, but is limited to those components and active duty periods described in 38 C.F.R. 3.7.

OR

2. "Notwithstanding any general or special law to the contrary, each of the boards or commissions under this title authorized to conduct licensure, certification, or registration, and examinations therefor, shall upon the presentation of satisfactory evidence by an applicant before the board or commission, facilitate the issuance of a license or certification for a person: (i) who is certified or licensed in a state other than New Hampshire; (ii) whose spouse is a member of the armed forces in the United States; (iii) whose spouse is the subject of a military transfer to New Hampshire; and (iv) who left employment to accompany a spouse to New Hampshire. The procedure shall include, but not be limited to, facilitating the issuance of a license, certificate, or registration if, in the opinion of the board or commission, the requirements for licensure, certification, or registration of such other state are substantially equivalent to the requirements for licensure, certification, or registration in New Hampshire."

Please place a check mark in all that apply below:

- I **am** eligible for consideration as defined in paragraph #1 above.
- I **am not** eligible for consideration as defined in paragraph #1 above.
- I **am** eligible for consideration as defined in paragraph #2 above.
- I **am not** eligible for consideration as defined in paragraph #2 above