

Medical Technician Registration Process

1. Complete the application titled “Application For Registration for Medical Technicians”.
2. If you answered “Yes” to any of the questions on page 2, you must provide a detailed letter of explanation.
3. Complete the application titled “State of New Hampshire Criminal Records Unit”.
4. Complete 2 Checks:

Check #1 make payable to “Treasurer, State of NH” in the amount of \$110.00

Check #2 make payable to “State of NH – Criminal Records” in the amount of \$48.25

5. Contact your local Police Department **OR** Live Scan Site to make an appointment to have your finger prints taken.

Ink Finger Prints: Use the Finger Print Card provided by this office. When the Police Department takes your fingerprints they must place their ORI number on the card. **THEY WILL GIVE YOU BACK THE CARD WITH YOUR INKED FINGERPRINTS ON THE CARD.**

Live Scan: Make an appointment with a Live Scan Center to have your fingerprints taken. **THEY WILL GIVE YOU BACK AN “APPLICANT/LICENSING LIVESCAN FINGERPRINTING FORM”**. This form contains a “Tracking Number”. Do not lose this form, it cannot be replaced.

NOTE: Individual police departments and/or live scan sites may charge an additional fee that is paid directly to the department and/or site.

6. **SUBMIT TO THE BOARD OF REGISTRATION OF MEDICAL TECHNICIANS IN ONE PACKET:**

- a. Completed “Application for Registration of Medical Technicians”;
- b. Completed “State of New Hampshire Criminal Records Unit Form”;
- c. Two checks as described in #4 above; and
- d. “Fingerprint Card” bearing inked fingerprints **OR** the “Applicant/Licensing Live Scan Fingerprinting Form”.

NOTE: Each applicant must submit a check specific to their application. We no longer accept one check for multiple applications.

- * For facilities submitting group applications for registration, please call the Administrator of the Board of Registration of Medical Technicians to receive specific instructions.