

ATTENTION:

All Applicants and Licensees Requiring an FBI Record Check

How to obtain your Criminal Background Check in New Hampshire

Livescan or inked fingerprints are acceptable. Livescan is digital capture of fingerprint impressions with a lower rate of rejection from the FBI. If fingerprint cards are used they must be filled in completely. Please see below for pertinent information.

Finger printing cards may be obtained from the agency which you use for your fingerprinting. Complete the information section with signature, indicate "ORI" code:NHNSP0800 STATE POLICE CONCORD, NH and "Reason for" would be: BOARD OF NATUROPATHIC EXAMINERS NH RSA 328-E:9-a. Leave "EMPLOYER AND ADDRESS" blank. The card should have your inked fingerprints or live scan images on it.

Main Processing Location:

Department of Safety Building
33 Hazen Dr.
First Floor, Room 124
Concord NH 03305
Hours: M-F 8:30am to 3:30pm
By appointment only

Call the NH State Police in Concord at (603) 223-3867 and ask to be scheduled for applicant (or licensee) fingerprinting. Arrive 10 minutes prior to your scheduled time. Arrival of more than 10 minutes late will require you to reschedule. Expect the process to take approximately 20 minutes. Please note: a 24 hours' notice is required for all cancellations.

Other New Hampshire Processing Locations:

- [Department of Safety list of processing locations](#)

NH Required Documents & Cost

- Photo identification
- [Completed Criminal Record Release Authorization Form](#) ²⁰¹⁹ (sections I and II notarized)
- Appropriate fee: Payment by check, money order, or credit card (Visa, MasterCard)

Fees for appearing at State Police Headquarters in Concord:

- \$48.25 for Livescan or inked processing
- \$26.50 for third time submission

NOTE: From the day of fingerprinting, you have 30-days to submit your notarized authorization form with fee and track number to the Concord processing center.

Digital prints are only kept on file for 30 days, after which they are deleted. Therefore, paperwork submitted after 30 days from the day of fingerprinting will be considered expired and you will need to repeat the process.

For applicants using out-of-state Law Enforcement Agencies:

- Complete the Criminal Record Release Authorization Form 
- Finger printing cards:
 - May be obtained from the agency which you use for your fingerprinting;
 - Complete the information section with signature
 - Indicate "ORI" code: NHNSP0800 STATE POLICE CONCORD NH
 - "Reason for" is: BOARD OF NATUROPATHIC EXAMINERS NH RSA 328-E:9-a.
 - Leave "EMPLOYER AND ADDRESS" blank.
 - The card should have your inked fingerprints or live scan images on it.
- For Live scan: Make sure to include your specific tracking number assigned at the time of fingerprinting.
- Please note: some law enforcement sites charge additional fees for their service.
- The cost for processing by the NH State Police is \$48.25 payable to: State of New Hampshire, Criminal Records Unit
- Mail completed fingerprint card, notarized Criminal Background Record Release Authorization form and fee to:

Office of Professional Licensure and Certification
NH Board of Naturopathic Examiners
121 South Fruit Street
Concord, NH 03301

To challenge a FBI criminal record finding, click the below link or copy and paste the link into your browser and [follow the instructions on the FBI website.](#)



State of New Hampshire

Department of Safety
DIVISION OF STATE POLICE

Criminal Records Unit

33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM

INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 6700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

SECTION I (PLEASE PRINT CLEARLY)

Last Name _____ First Name _____ Maiden _____ MI _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Hair Color _____ Eye Color _____ Male 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

PURPOSE OF RECORD

Housing Employment Annulment/Expungement Other _____

SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following:

Person or Entity to Receive Record _____

Address _____ City _____ State _____ Zip _____

Your Signature _____ Date _____

Notary's Signature _____ Date _____

Signature of person/entity to receive record _____ (Affix seal) Date _____

RECORD CHALLENGE

Saf-C 5703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541 (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

To prevent a delay in processing, I have enclosed a self-addressed envelope.
 Prepaid Acc't Number _____

A \$25.00 fee is required for each request. Make checks payable to: State of NH - Criminal Records.