



State of New Hampshire  
Office of Professional Licensure &  
Certification

7 Eagle Square, Concord NH 03301  
Phone: 603-271-2152  
customersupport@oplc.nh.gov

## HOW TO OBTAIN A CRIMINAL BACKGROUND CHECK

### Table of Contents

Please refer to the following information prior submitting any criminal background check materials to ensure you are complying with your Board's requirements.

**Option A:** for license applicants that **only** require a NH criminal history check.

- Assessors
- Auctioneers
- Court Reporters
- Family Mediators
- Funeral Directors & Embalmers
- Guardian ad Litem
- Mechanical
- Real Estate Commission – Brokers, Salespersons
  - If you are an Appraiser, use Option B or Option C

**Option B:** for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who can complete their fingerprinting within the state of NH. **You do not have to be a resident of NH to proceed with this process.**

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
- Nursing
- Nursing Home Administrators
- Occupational Therapy
- Physical Therapy
- Psychology
- Real Estate Appraisers
- Recreational Therapists
- Respiratory Care Practitioners
- Speech-language Pathology and Hearing Care Provider



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**Option C:** for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who are unable to complete their fingerprinting within the state of NH.

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
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- Nursing Home Administrators
- Occupational Therapy
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**Option A:** for license applicants that **only** require a NH criminal history check.

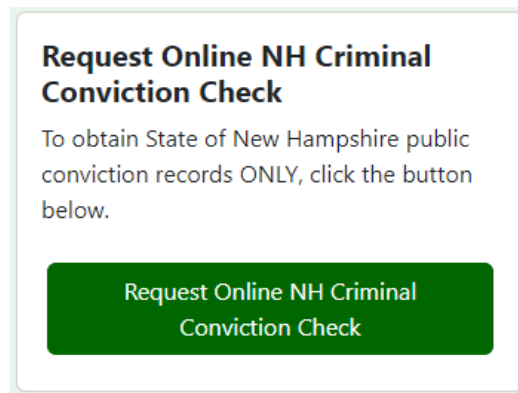
**Please read all instructions prior to completing your criminal history check request.**

**Option A applies to the following Boards:**

- Assessors
- Auctioneers
- Court Reporters
- Family Mediators
- Funeral Directors & Embalmers
- Guardian ad Litem
- Mechanical
- Real Estate Commission – Brokers, Salespersons
  - If you are an Appraiser, use [Option B](#) or [Option C](#)

**How to complete:**

1. Use the [NH Department of Safety – Criminal Records Portal](#) online to **Request Online NH Criminal Conviction Check**.



**Please be prepared to provide your name, phone number and an email address.**

2. A fee of \$25.00 will be due and can be paid online using a credit or debit card. Accepted card issuers are VISA, MasterCard, American Express and Discover.

**If you have any questions or need additional assistance, please contact our office at [\(603\) 271-2152](tel:6032712152) to speak with one of our customer support representatives. Our office hours are Monday thru Friday, 8am to 4pm (excluding holidays).**



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**Option B:** for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who can complete their fingerprinting within the state of NH. **You do not have to be a resident of NH to proceed with this process.**

**Please read all instructions prior to scheduling an appointment for fingerprinting.**

### **Option B applies to the following Boards:**

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
- Naturopathic Examiners
- Nursing
- Nursing Home Administrators
- Occupational Therapy
- Physical Therapy
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### **Appointments are available at the following locations:**

- **Concord** - Department of Safety Building, 33 Hazen Drive - First Floor, Room 106A
  - Fingerprinting: Monday – Friday 8:30am to 3:30pm
  - Public Counter: Monday - Friday 8:15am to 4:15pm
- **Manchester** - DMV Substation, 377 South Willow Street
- **Twin Mountain** - State Police Barracks Troop F, 549 Route 302
- **Dover Point** - DMV Substation 50 Boston Harbor Road (off Route 4)
  - Monday – Friday 8:30am to 3:45pm
- **Keene** - State Police Barracks Troop C, 15 Ash Brook Court
- **Tamworth** - State Police Barracks Troop E, 1864 Route 16
- **Salem** - DMV Substation, 154 Main Street
  - Monday – Wednesday, Friday 8:45 a.m. to 2:30 p.m.
  - Thursday 8:45am to 2pm



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**How to complete:**

1. Use the [NH Department of Safety – Criminal Records Portal](#) online to **Schedule NEW Fingerprint & Criminal Record Check Appointment**.

**Schedule NEW Fingerprint &  
Criminal Record Check  
Appointment**

To schedule a new appointment, click the button below.

Before you begin, please click [here](#) to read the instructions.

[Schedule a New Appointment](#)

2. Please ensure that you review the [FBI Privacy Act Statement](#) before proceeding with scheduling an appointment.
3. When selecting your profession/board, please ensure you choose the option applicable to the license you are completing this process for. **Do not select OPLC.**
4. A fee of \$48.25 will be due and can be paid online using a credit or debit card. Accepted card issuers are VISA, MasterCard, American Express and Discover.

If you have any questions or need additional assistance, please contact our office at [\(603\) 271-2152](#) to speak with one of our customer support representatives. Our office hours are Monday thru Friday, 8am to 4pm (excluding holidays).

You may also contact customer services at Criminal Records at [\(603\) 223-3867](#) or by using the email address [criminalrecordunit@dos.nh.gov](mailto:criminalrecordunit@dos.nh.gov).



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**Option C:** for license applicants that require both a NH criminal history check and fingerprints to check FBI records and who are unable to complete their fingerprinting within the state of NH.

**Please read all instructions prior to submitting your background check materials.**

### **Option C applies to the following Boards:**

- Alcohol and Other Drug Use Professionals
- Athletic Trainers
- Dental Examiners
- Genetic Counselors
- Medical Imaging Professionals
- Medical Technicians
- Medicine
- Mental Health
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### **How to complete:**

1. Please get fingerprinted at any available location if you are unable to travel to NH. Most police stations and/or town halls can complete this for you. You may also use other fingerprinting services if they are available.
  - **Fingerprints must be on a standard Applicant FD-258 fingerprint card (also known as a “Federal Fingerprint Card”).** These are offered in every state in the USA.
  - **Copies of fingerprint cards are not accepted.**
  - If a facility offers a LiveScan in place of traditional ink, the LiveScan **must** be printed onto a standard Applicant FD-258 fingerprint card.
  - Fingerprint cards must be filled out completely.
  - **An ORI (Originating Agency Identifier) number is not applicable.** If asked to provide one, please leave the area blank.



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2. Complete **Section I** and the first line of **Section II** of the [Criminal Record Authorization Form](#). Do not forget to select your profession from the dropdown list.

SECTION I (PLEASE PRINT CLEARLY)								
Last Name		First Name		Maiden		MI		
Address			City		State		Zip	
Date of Birth		Hair Color		Eye Color		<input type="checkbox"/> Male	<input type="checkbox"/> 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								
SECTION II								
I hereby authorize the release of my criminal record conviction(s), if any, to the following:						Choose from List: ▼		

**This form does not need to be notarized.**

3. A fee of \$48.25 will be due and can be paid by check or money order. **Check must be made payable to State of NH – Criminal Records.**
4. Prior to submitting your background check materials, ensure that you review the [FBI Privacy Act Statement](#).
5. To avoid delays in processing, **submit all three requirements together** to the following address:

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You may also contact customer services at Criminal Records at [\(603\) 223-3867](tel:6032233867) or by using the email address [criminalrecordunit@dos.nh.gov](mailto:criminalrecordunit@dos.nh.gov).