



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

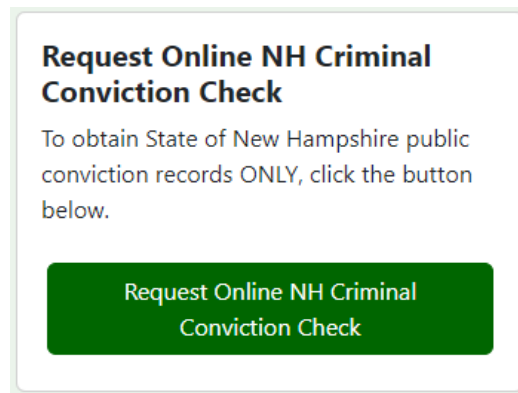
**Please read all instructions prior to completing your criminal history check request.**

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

- Assessors
- Auctioneers
- Court Reporters
- Family Mediators
- Funeral Directors & Embalmers
- Home Inspectors
- 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
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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

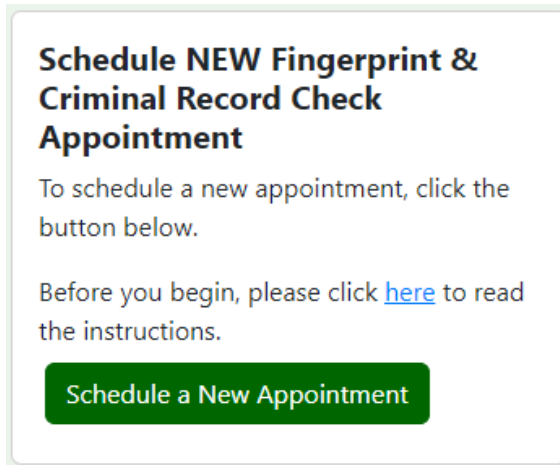


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**How to complete:**

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



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 \$47.00 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).**

**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).**



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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
- Naturopathic Examiners
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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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**See the below example of an FD-258 fingerprint card. Please ensure that each area outlined in red is filled out completely. Do not submit this example with your background check materials.**

<p><b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small> FD-258 (Rev. 11-1-20) 1110-0046</p>	LEAVE BLANK	<p style="color: blue; font-weight: bold;">TYPE OR PRINT ALL INFORMATION IN BLACK</p> <p style="font-size: small;">LAST NAME    IN AM    FIRST NAME    MIDDLE NAME</p>				FBI	LEAVE BLANK			
SIGNATURE OF PERSON FINGERPRINTED	ALIASES    AKA		O R I	<p style="font-size: small;">DATE OF BIRTH    DOB</p> <p style="font-size: x-small;">Month    Day    Year</p>						
RESIDENCE OF PERSON FINGERPRINTED	CITIZENSHIP    CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH    POB	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		LEAVE BLANK							
EMPLOYER AND ADDRESS		YOUR NO.    OCA								
		UNIVERSAL CONTROL NO.    UCN						CLASS _____		
		ARMED FORCES NO.    MNU						REF. _____		
REASON FINGERPRINTED		SOCIAL SECURITY NO.    SOC								
		MISCELLANEOUS NO.    MNU								
SAMPLE ONLY										
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	DO NOT						5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	COMPLETE						10. L. LITTLE
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				



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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	<input type="text"/>	First Name	<input type="text"/>	Maiden	<input type="text"/> MI <input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/> Zip <input type="text"/>
Date of Birth	<input type="text"/>	Hair Color	<input type="text"/>	Eye Color	<input type="text"/>
Driver's License Number	<input type="text"/>	State	<input type="text"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
My signature below signifies I am the individual listed above and the information provided is true.					
Signature	<input type="text"/>			Date	<input type="text"/>
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:				<input type="text" value="Choose from List:"/>	

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

3. A fee of \$47.00 will be due and can be paid by check or money order. **Check must be made payable to State of NH – Criminal Records.**
  - **Please note that the bottom of the Criminal Record Authorization form lists a fee of \$48.25, but as of 1/1/2025, the fee has changed to \$47.00.**
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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