



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301
Phone: 603-271-2152

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.							

a.							
b.							
c.							
d.							

Part C: Education/Experience

- 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.					

- 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

- 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

- 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

- Complete the information on Form “Log of Professional or Volunteer Experience” and attach to this application.

Part D: Guardian ad Litem Training

- 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
- 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 victor 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