



State of New Hampshire
Office of Professional Licensure & Certification

7 Eagle Square, Concord NH 03301
Phone: 603-271-2152
Fax: 603-271-6712

Board of Nursing Criminal Background Check Instructions

1. Get fingerprinted at any available location. Livescan or inked fingerprints are acceptable. Livescan is a digital capture of fingerprint impressions with a lower rate of rejection from the FBI. Out of state Livescans are accepted only if the fingerprints are also scanned onto a card. All fingerprint cards must be filled in completely. You can use any fingerprint card that is available.
2. Criminal Record Authorization Form - (Only complete Section 1)
3. Updated fee of \$48.25 with a check or money order, payable to: *State of NH-Criminal Records*.

Mail completed fingerprint card/Livescan, Criminal Background Record Release Authorization form and fee to:

Office of Professional Licensure and Certification

New Hampshire Board of Nursing

7 Eagle Square Suite 300

Concord, NH 03301

For Information regarding where to get fingerprinted in New Hampshire

New Hampshire Criminal Records Unit:

<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/index.html>

Received fingerprints are valid for 6 months. If you are applying for multiple licenses within that timeframe, we can use those results