

**New Hampshire Department of Education (NH DOE)
Teacher Candidate Criminal Records Check (CRC) Process**

All teacher candidates enrolling in preservice programs at an Institute of Higher Education in New Hampshire, regardless of current employment status, are required to complete a background check through the NH Department of Education (DOE) and the Department of Safety (DOS). Teacher candidates will be unable to enroll in clinical courses until the background check is completed. At the time the background check is completed, applicants and the IHE will receive notification from the DOE.

The clearance received from the NH DOE at the time the background check is completed is valid for a period of three years.

Fees - there are two fees associated with the background check: the Department of Safety fee of \$48.25, and the Department of Education fee of \$100. Each fee will require payment to be made at the time of application.

Steps for Completing the Background Check:

1. Register through the NH DOE EIS:
<https://my.doe.nh.gov/myNHDOE/WizardPages/CreateUser.aspx>. You will receive an educator ID number. This number will be referenced in the DOE background check application, and you should also provide this number to Granite State College so you can be verified as a preservice teacher selected as a candidate for clinical experience.
2. Apply for the Department of Safety Criminal Records check through the DOS CHRI Agency Portal:
<https://www.nhsp.dos.nh.gov/our-services/criminal-records/criminal-history-record-requests>
3. Schedule an appointment to be fingerprinted at a LiveScan facility (State Police). Candidates may also go to a local New Hampshire police department to obtain fingerprints to submit with their Department of Safety Criminal Records Check application. Information regarding LiveScan (fingerprinting) site locations is included on the DOS CHRI Agency website.
4. Once the background check is complete, the NH DOE will email candidates and IHEs to verify the candidate has met the requirements of the background check.

NH DOE Technical Advisory for Criminal Records Check - [link](#)