

New Hampshire Criminal History Record Information Requests

To obtain criminal history record information you may do any of the following:

- Apply in person: walk-in service is provided at the public counter at 33 Hazen Drive, Concord, Room 106A
- Mail in an application (Notarization is **not** required)
- A release to a third party (Notarization is **not** required.)
- Request your OWN "Confidential" (Full) record.
 - When mailing in this request - Notary Public or Justice of the Peace Signature, Date and Seal are required.
 - When requesting at the public counter - Valid photo ID is required

<https://www.nhsp.dos.nh.gov/sites/g/files/ehbemt461/files/inline-documents/sonh/dssp256.pdf>

Criminal history record information results:

Effective immediately, results provided for a Criminal History Record request will be provided in the form of a "revised" New Hampshire State Police Criminal History Record Dissemination Document. The revision allows for consistency when disseminating records to applicants and replaces our old process of stamping the release forms with "NO RECORD" or "RECORD ATTACHED". The release forms will no longer be returned with the results of your requests.

If your request included fingerprints, FBI results will continue to be in the form of a red stamp indicating "FBI NO RECORD" or a letter indicating an FBI record. The red stamp will be located at the end of the NH result form.

Fee: Cash, check, money order, MasterCard, Visa or Discover, in the **exact** amount of \$25.00, payable to the State of NH - Criminal Records must accompany each NH request. **Credit cards are only accepted at the public counter, not with mailed in requests.

Criminal Record Reduced Fee Request Form:

SECTION 5703.07 Fee Exemption of the Rules and Regulations for the Operation of the Central Repository: (d) Volunteers for public or private not-for-profit agencies that provide services to the elderly, the disabled or children shall be charged \$10.00 for each criminal record check requested.

<https://www.nhsp.dos.nh.gov/sites/g/files/ehbemt461/files/inline-documents/sonh/crfe-form.pdf>

Criminal Record Release Authorization Form- School Employees:

<https://www.nh.gov/safety/divisions/dmv/forms/documents/dssp256.pdf>

Fees: LIVESCAN - \$37.00 -or- INKED - \$47.00 for Employees and \$20.75 for Volunteers

NHSP LIVESCAN FEES: \$47.00 for Employees and \$30.75 for Volunteers

- Applicant fingerprint card must be submitted at the same time as payment and this form.
- Make checks payable to: State of NH – Criminal Records