

# CRIMINAL HISTORY RECORDS CHECK (CHRC) INSTRUCTIONS

## VOLUNTEERS

Choose one of the options listed below to complete the LIVESCAN fingerprint process.

### **STATE POLICE BARRACKS - \$30.75**

(You must call in advance to schedule an appointment time 603-223-3867)

1. The Criminal Record Release Authorization form must be **notarized** in advance of appointment.
2. **\$30.75** FBI & NH Clearance fee (includes \$10.00 administrative fee).  
Check or money order payable to: **State of NH-Criminal Records**.
3. If you would like to apply to multiple schools (SAUs), you must submit the *Application for Multiple Schools* with the *Criminal Record Release Authorization form* and fee at your NHSP appointment.
4. The NHSP Barracks will submit the Criminal Record Release Authorization form with your fee to the Criminal Records Unit in Concord, NH.
5. You will receive a **Receipt of Payment** from the NHSP for an Education Background Check.
6. Return the **Receipt of Payment** to the SAU #9 office as documentation you have been fingerprinted.

### **LOCAL POLICE STATION - \$30.75**

1. The Criminal Record Release Authorization form must be **notarized** in advance.
2. **\$10.00** Conway Police Department admin fee (**\$20.00** for non-residents of Conway).
3. **\$20.75** FBI & NH Clearance fee - Check or money order payable to: **State of NH-Criminal Records**.  
(Collected by the SAU #9 office with the notarized Criminal Release Authorization form, livescan tracking number, and if using the *Application to Multiple Schools*, it must also be submitted at this time).