

Criminal History Records Check Instructions

VOLUNTEERS

COST:

- **STATE POLICE BARRACKS: \$21.25**

OR

- **CONWAY POLICE STATION: \$31.25 (\$41.25 for non-residents)**

2 Checks:

- \$10.00 (\$20.00 non-resident) Administrative fee at time of printing
- \$21.25 FBI & NH Clearance fee collected by SAU#9 Office

INSTRUCTIONS:

1. Choose location for printing. **NOTE: You will need a valid ID for printing.**
 - a. **STATE POLICE BARRACKS:** **You must call in advance to schedule an appointment time if being printed at a State Police Barracks. Call 603-223-3867.
 - b. **CONWAY POLICE DEPARTMENT:** Note: they charge a \$10.00 (\$20.00 for non-resident) administrative fee at time of printing. Limited hours for printing.
 - c. **LOCAL POLICE STATION** (other administrative fees may apply)
2. Return to the SAU #9 office ASAP with the following items:
 - a. **A check for \$21.25** - FBI & NH Clearance fee. Check or money order payable to: **State of NH-Criminal Records.**
 - b. Criminal Record Release Authorization Form. **Must be Notarized.**
 - c. Applicant Livescan Site Form (given at printing agency upon completion of printing)
 - d. SAU #9 Criminal History Records Check Tracking Form

****PLEASE NOTE:** Finger print submissions will only be held for 30 days by the state police. The finger print submission will not be processed until all necessary forms (see above) and fees have been submitted. It is important that you return all necessary documents to the SAU #9 office ASAP after printing so they may be submitted in a timely manner.