

Submit Background Check

STEP BY STEP GUIDE

QUESTIONS:

CONTACT LISA FURMAN – LFURMAN@CCSNH.EDU

1. Click Here: <https://services.dos.nh.gov/chri/cpo/>

← → ↻ services.dos.nh.gov/chri/cpo/ 🔍 📄 ☆ ⚙️ 👤 ⋮

New Hampshire
Department of Safety | Criminal Records Portal

Welcome to the New Hampshire State Police Criminal Records Portal

Schedule NEW Fingerprint & Criminal Record Check Appointment
To schedule a new appointment, click the button below.
Before you begin, please click [here](#) to read the instructions.
Schedule a New Appointment

EDIT Existing Fingerprint & Criminal Record Check Appointment
To look up, reschedule or cancel your appointment, select the appropriate button below to locate your existing appointment. You will need your appointment confirmation number to access your scheduled appointment.
Reschedule an Appointment
Cancel an Appointment

Resubmission Appointment
If your fingerprints have been rejected and you have been asked to resubmit your fingerprints, use the button below to locate your previous appointment. You will need your appointment confirmation number to access your previously scheduled appointment.
Schedule a Resubmission Appointment

Request Online NH Criminal Conviction Check
To obtain State of New Hampshire public conviction records ONLY, click the button below.
Request Online NH Criminal Conviction Check

2. CLICK HERE →

General Information

- This criminal record check includes State of New Hampshire conviction records ONLY. Criminal offenses committed in other states will NOT be included in this record. Records are current at the time of the request.
- To request an online NH Criminal Conviction Check, please provide the following: Name and Date of Birth of person for whom you want a criminal record, a valid credit card or debit card that can be processed as credit, and a valid email address to send the result notification to (must be entered twice for validation).
- Fees for NH Criminal Conviction checks are non-refundable.
- Up to 25 requests can be submitted at a time.
- Requestors will be notified via email when the report is ready to be viewed. Once available, the report can be downloaded in PDF form.
- Requestors will need Adobe Reader to view and print the results [Click here to download](#)

Notice

- Results will have a ghost watermark that indicates the records are certified.
- If the report contains an error in your criminal record, you can challenge the report.
- Results are reflective of NH Criminal Conviction Record Information at the date and time of request.
- Results will return certified adult convictions only at the time of the request.

User Agreement

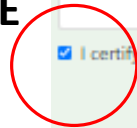
- RSA 106-B:14 I(c)(1) - Any person may, for a fee, obtain the public criminal history record information on another person.
- RSA 641:7 Tampering With Public Records or Information - Alteration of any report is prohibited by law.
- Requestor is required to provide information including their last name or business name, phone number, and a valid email address.

☒ I certify that I have read, understand and agree to the above policy and procedures related to the NH Criminal Conviction Record check process.

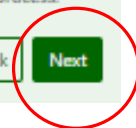
Back

Next

3. CLICK HERE









4. CLICK HERE



5. Fill out this information (Name must be **Lisa Furman** – **LFurman@ccsnh.edu**):

Requestor Information

	First Name	<input type="text" value="Lisa"/>	Middle Name	<input type="text" value="Middle Name"/>	
	Last Name *	<input type="text" value="Furman"/>	Business Name	<input type="text" value="Nashua Community College"/>	
	Phone 1 *	<input type="text" value="(603) 578-6804"/>	Phone Type *	<input type="text" value="WORK"/>	
	Phone 2	<input type="text" value="Phone2"/>	Phone Type	<input type="text" value="Please Select"/>	
	Email Address *	<input type="text" value="lfurman@ccsnh.edu"/>	Confirm Email Address *	<input type="text" value="lfurman@ccsnh.edu"/>	

☐ Are you checking your own Criminal Record?

Back

Next

6. CLICK HERE



7. Fill in as much information as possible.

Individual Being Searched

→ Last Name and Date of Birth are required fields. Maiden name is required if applicable.

→ Providing information in the optional fields will help identify the person being requested.

→ Results will return certified adult convictions only at the time of the request.

First Name	<input type="text" value="YOUR NAME"/>	Middle Name	<input type="text" value="YOURMIDDLENAME"/>
Last Name *	<input type="text" value="YOUR LAST NAME"/>	Suffix	<input type="text" value="Please Select"/>
Maiden Name	<input type="text" value="Maiden Name"/>	SSN	<input type="text" value="SSN"/>
Date of Birth *	<input type="text" value="MM/DD/YYYY"/> <small>Date of Birth is required</small>	Place of Birth	<input type="text"/>
Driver License Number	<input type="text" value="License"/>	Driver License State	<input type="text"/>
Mailing/Legal City	<input type="text" value="City"/>	Mailing/Legal State	<input type="text"/>

Has this Individual changed their name since birth? (Married? Divorced? Court order name change?)

[Add/Edit Alias](#)

[Back](#)

[Next](#)

8. CLICK HERE

NH Criminal Conviction Record Check Summary

Requestor Information



First Name LISA

Middle Name

Last Name FURMAN

Business Name

Phone 1 (603) 578-6804

Phone Type WORK

Phone 2

Phone Type

Email Address lfurman@ccsnh.edu

Individual Being Searched



First Name YOUR NAME

Middle Name

Last Name YOUR LAST NAME

Date of Birth 09/13/2000

Maiden Name

SSN

**Driver License
Number**

**Driver License
State**

Place of Birth NEW HAMPSHIRE

**Mailing/Legal
City**

**Mailing/Legal
State**

[Back](#)

[Add to Shopping Cart](#)

9. CLICK HERE



Requestor Information



First Name LISA
Last Name FURMAN
Phone 1 (603) 578-6804
Phone 2
Email Address lfurman@ccsnh.edu

Middle Name
Business Name
Phone Type WORK
Phone Type

Individual(s) Being Searched



#	Name	DOB	Fee Amount	
1	YOUR LAST NAME, YOUR NAME	09/13/2000	\$25.00	i
		Total Amount	\$25.00	

Start Over

Request Another Record Check

Pay By Credit Card

10. CLICK HERE



11. Pay by Credit Card

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

City *

Country/Region *

Zip/Postal Code *

Email *

Payment Details

Card Type *

☐ Visa

☐ Mastercard

☐ Amex

☐ Discover

Card Number *

Expiration Month *

Month

Expiration Year *

Year

CVN *

This code is a three or four digit number printed on the back or front of credit cards.

Cancel

Pay

12. CLICK HERE

13. Receive confirmation email



Wed 1/5/2022 10:12 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CPO-SIT] New Hampshire State Police Criminal Records Unit, NH Criminal Conviction Check N00121 confirmation

To  Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***

Your Confirmation number is: **N00121**

Your records are currently being processed, an email will be sent with further instructions once your results are processed.

If you have not received another email regarding your records, please contact the New Hampshire State Police Criminal Records Unit at (603) 223-3867 or CriminalRecordUnit@dos.nh.gov.

If you are viewing this email in error, please contact the New Hampshire State Police Criminal Records Unit.

Respectfully,

New Hampshire State Police Criminal Records Unit



STATEMENT OF CONFIDENTIALITY: This message may contain information that is privileged and confidential and is intended for the exclusive use of the individual(s) to whom it is addressed. If you received this message in error, please contact the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

*** This is an automatically generated email; please do not reply to this email. ***

Build:21.12.02.58, 12-21-2021 02:58 PM, Server:hznsafvchweb1t

14. Receive second email – Results Complete



Wed 1/5/2022 10:30 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CHR-UAT] New Hampshire State Police Criminal Records Unit, NH Criminal Conviction Check N00214 processed

To ■ Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***
Thank you for your business with the New Hampshire State Police Criminal Records Unit.

Your New Hampshire Criminal Record request is processed.

Please use the link below and follow the instructions to access your NH criminal conviction record report(s). Per federal rules, you will be required to obtain a one-time password to access the record(s). You can access your record request(s) for 30 days.

[Click here](#)

If there is a problem viewing you report(s), or if you would like to challenge a record, Please contact the New Hampshire State Police Criminal Records Unit at:

(603)-223-3867

CriminalRecordUnit@dos.nh.gov

or

Visit us at Department of safety on:

33 Hazen Drive

Concord, NH 03305



15. Receive one time passcode



Wed 1/5/2022 10:34 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CPO-UAT] One time password for login

To  Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***

One Time Password

Below is your one time password for accessing your requested records. Please do not share this with anyone. This password is valid for 5 minutes

One Time Password: CZQp62Kq

Should you have any questions, please contact our office at (603) 223-3867 option # 5
New Hampshire State Police Criminal Records Unit.



STATEMENT OF CONFIDENTIALITY: This message may contain information that is privileged and confidential and is intended for the exclusive use of the individual(s) to whom it is addressed. If you received this message in error, please contact the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

*** This is an automatically generated email; please do not reply to this email. ***

Build:21.12.02.46, 12-21-2021 02:46 PM, Server:hznsafvchweb1u

16. Enter one time passcode

*For security purposes, the one time passcode has a 5 minute timeout period

One Time Password

A One Time Password has been emailed to the email address on your account. Please enter the Password here.

One Time Password

3:42 Seconds

CZQp62Kq|

Submit

17. View Results

Dashboard

Confirmation #	N00214		
Request Date	01/05/2022 10:24:19 AM	Request Status	Complete
Dashboard Available From Date	01/05/2022	Dashboard Available To Date	02/04/2022
Dashboard Last Access Date			

Requestor Information

Below are your record(s). Click **i** to view details of Individual(s) Being Searched. Click **↓** to view your result(s).

Name	Date of Birth	Status	Report	Last Access On
SHANE RICHARD	01/27/1988	No Conviction Record	i ↓	

CLICK HERE