

Background Check Process

1. **Schedule your fingerprinting appointment** (Link and Guide below). Pittsfield only accepts LiveScan background checks. Volunteers should make an appointment through the NH State Police Criminal Records Portal. The Division of State Police maintains seven applicant LiveScan sites (listed below). *Appointments are required, no walk-ins will be accepted.
2. **Bring appropriate identification** to your appointment.
3. **Sign and return [Volunteer Agreement](#)** to the main office (linked here or a copy can be picked up at the main office).

LiveScan sites

Concord - Department of Safety Building, 33 Hazen Drive
Fingerprinting: Monday – Friday 8:30 a.m. to 3:45 p.m.
Public Counter: Monday - Friday 8:15 a.m. to 4:15 p.m.

Manchester - DMV Substation, 377 South Willow Street

Twin Mountain - State Police Barracks Troop F, 549 Route 302

Dover Point - DMV Substation 50 Boston Harbor Road (off Route 4)

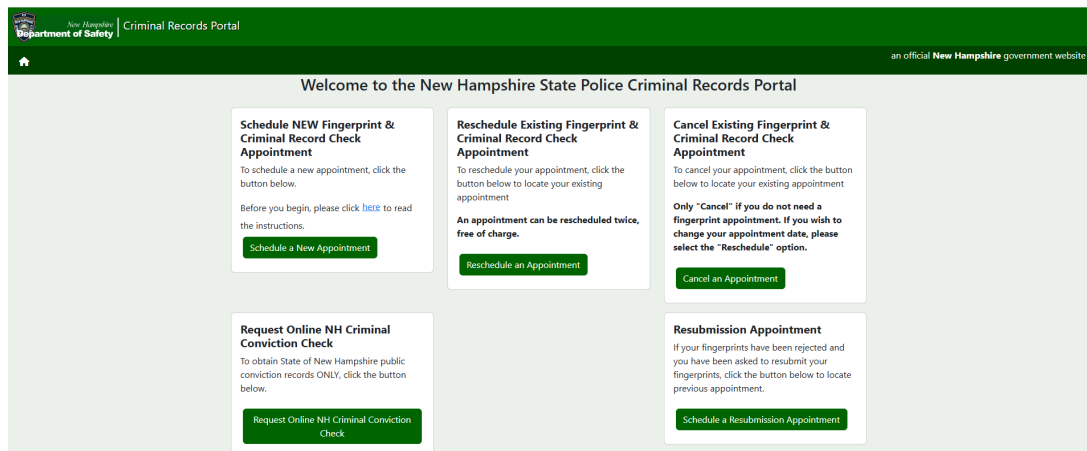
Keene - State Police Barracks Troop C, 15 Ash Brook Court

Tamworth - State Police Barracks Troop E, 1864 Route 16

Salem - DMV Substation, 154 Main Street

Scheduling Appointment

- To schedule an appointment [click this link](#) and it will bring you to the homepage.



- Click the first box that says schedule a New Appointment

• No individual, or public or private agency receiving Criminal Conviction Record Information shall make available, or otherwise disclose such information to another person for any purpose.

Challenge Record Notice

Saf-C 5703.12 Procedure for Correcting a Criminal Conviction Record.

- (a) Persons or their attorneys desiring access to their Criminal Conviction Record Information for the purpose of challenge or correction shall appear at the central repository.
- (b) A copy shall be provided to a person if after review he or she indicates he or she needs the copy to pursue the challenge.
- (c) Any person making a challenge shall identify that portion of his/her Criminal Conviction Record Information which he or she believes to be inaccurate or incorrect, and shall also give a correct version of his or her record with an explanation of the reason that he or she believes his/her version to be correct.
- (d) The director shall take the following actions within 30 days of receipt of challenge:
- (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid;
 - (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and
 - (3) If the challenge is invalid, the person shall be so informed.
- (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction.
- (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which they pass, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

Please click [here](#) for the

- FBI Privacy Act Statement
- Exchange of FBI identification records
- Procedure to obtain change, correction or updating of identification records

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

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- Check the box at the bottom of the page to certify you have read the page. Then click Next.

Agency Selection

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

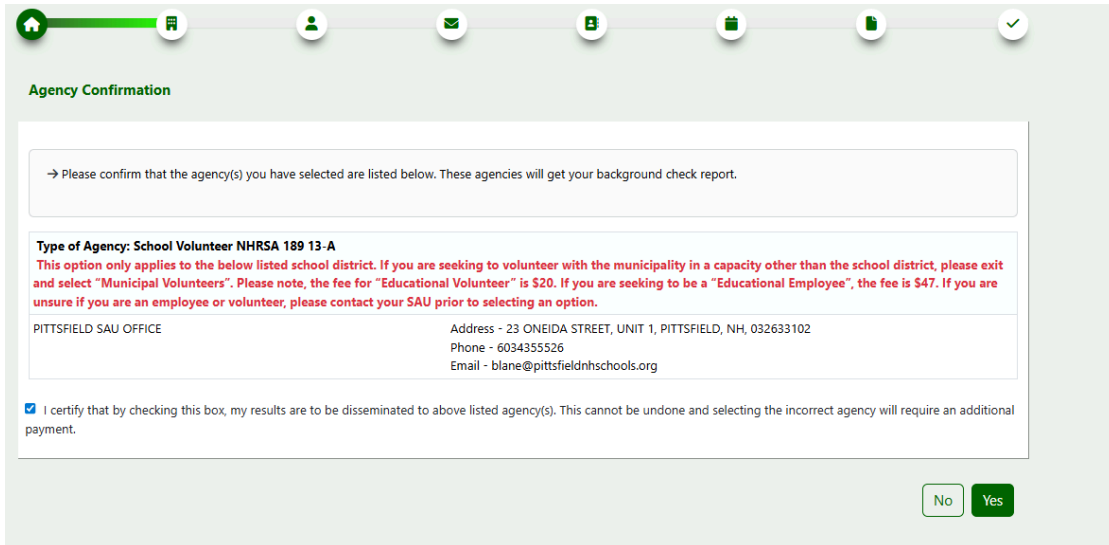
Select Type Of Agency *

This option only applies to the below listed school district. If you are seeking to volunteer with the municipality in a capacity other than the school district, please exit and select "Municipal Volunteers". Please note, the fee for "Educational Volunteer" is \$20. If you are seeking to be a "Educational Employee", the fee is \$47. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

Select Agency *

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- Select School Volunteer in the first drop down menu.
- Select Pittsfield SAU Office in the second. Then click Next.



Agency Confirmation

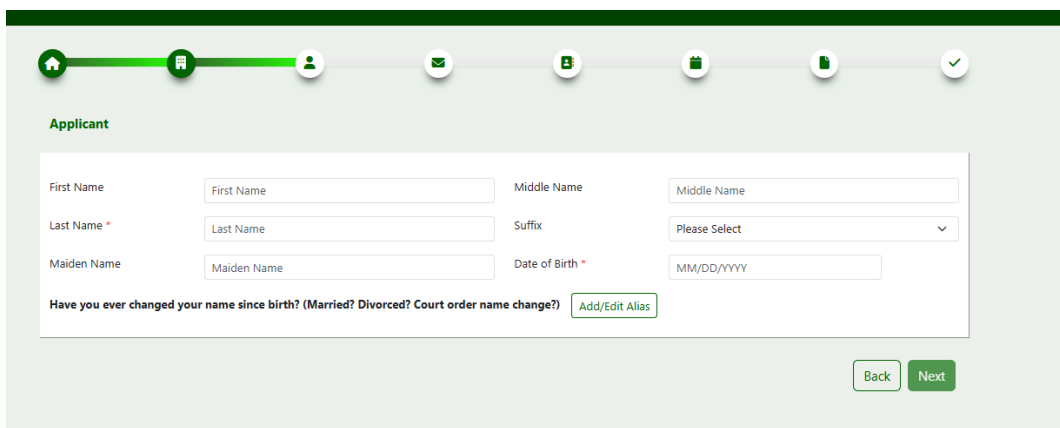
→ Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.

Type of Agency: School Volunteer NHRSA 189 13-A
 This option only applies to the below listed school district. If you are seeking to volunteer with the municipality in a capacity other than the school district, please exit and select "Municipal Volunteers". Please note, the fee for "Educational Volunteer" is \$20. If you are seeking to be a "Educational Employee", the fee is \$47. If you are unsure if you are an employee or volunteer, please contact your SAU prior to selecting an option.

PITTSFIELD SAU OFFICE	Address - 23 ONEIDA STREET, UNIT 1, PITTSFIELD, NH, 032633102 Phone - 6034355926 Email - blane@pittsfieldnhschools.org
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I certify that by checking this box, my results are to be disseminated to above listed agency(s). This cannot be undone and selecting the incorrect agency will require an additional payment.

- Certify you are a volunteer by checking the box. Then click YES



Applicant

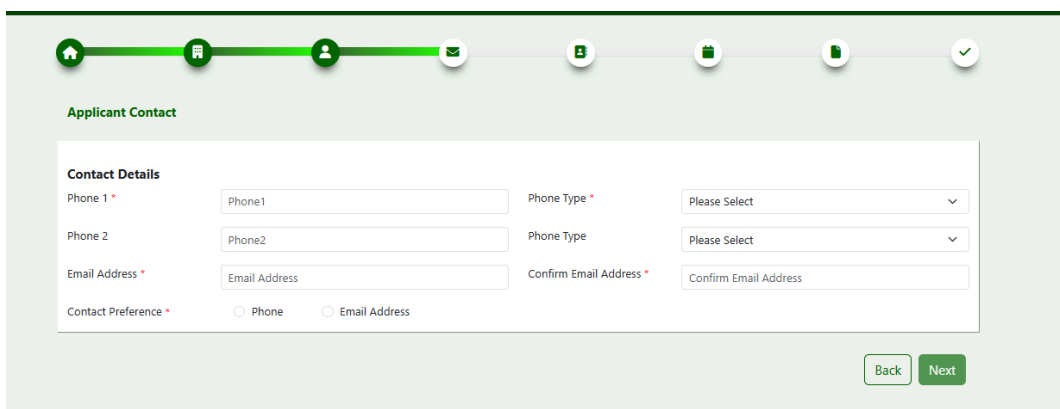
First Name Middle Name

Last Name * Suffix

Maiden Name Date of Birth *

Have you ever changed your name since birth? (Married? Divorced? Court order name change?)

- Enter your information. Then click Next.



Applicant Contact

Contact Details

Phone 1 * Phone Type *

Phone 2 Phone Type

Email Address * Confirm Email Address *

Contact Preference * Phone Email Address

- Enter your contact information. Then click Next.

Applicant Address

Address Where You Live (Legal)

Street * City *

State * Zip Code *

Mailing and Legal Address are same

Street * City *

State * Zip Code *

- Enter your mailing address. Then click Next.

Schedule an Appointment

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
 • To narrow down your search, you have the option of selecting a window of time.

→ Once you find the appointment date and time that you want to book, click on it and then click next.

→ Please note that appointments must be booked within 90 days of today's date.

Date * appointment between and

- Schedule your appointment. Search for availability that works for you. Then click Next.

Schedule an Appointment

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
 • To narrow down your search, you have the option of selecting a window of time.

→ Once you find the appointment date and time that you want to book, click on it and then click next.

→ Please note that appointments must be booked within 90 days of today's date.

Date * 09/25/2025 appointment between 09:10 AM and 04:00 PM

Search

Please select a location to see the number of appointments available.

Location * Please Select

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- Select your location. Then click Next.

Date * 09/25/2025 appointment between 09:10 AM and 04:00 PM

Search

Please select a location to see the number of appointments available.

Location * TAMWORTH - STATE POLICE BARRACKS TROOP F

Address: 1854 WHITE MOUNTAIN HIGHWAY, TAMWORTH, NH 03864

Appointment Start Time	Number of Appointments Available
09:15 AM	1
09:30 AM	1
09:45 AM	1
10:30 AM	1
10:45 AM	1
11:00 AM	1
11:15 AM	1
11:30 AM	1
12:30 PM	1
12:45 PM	1

I certify, by checking this box that my selected time AND location is where I will be fingerprinted. I understand that arriving at a location/time other than my above selected option will not be acceptable and will require a reschedule.

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- Choose your appointment time. ** Make sure you have also checked the certify box at the bottom. Then click Next.
- You will then get a confirmation page. Confirm the details and then pay by credit card.
- The District will reimburse you for the \$20 once the records are received.