

New Hampshire

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in New Hampshire and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Appointments are required to be fingerprinted. Call (603) 223-3867 to schedule an appointment for your LiveScan fingerprinting.
- Bring with you to your appointment the [Criminal History Record Information Release Authorization](#) form.
 - Fill out Section I completely. For the “Purpose of Record”, check “Other” and fill in “Teacher Education Placement”.
 - In Section II, under “Person or Entity to Receive Record” information, your information should be entered (we are not able to be there to sign as the receivers).
 - According to their [website](#), this form no longer needs to be notarized.
 - Bring with you a check made out to “State of NH – Criminal Records” for \$25.00
- Once you get your results, please scan a PDF of them to us at clinicalstudies@udel.edu

Adam Walsh/Child Protective Service Background Record Request:

- Click on [Microsoft Word - Form 2202a Central Registry third party \(nh.gov\)](#)
 - You will need to request the search, scroll down to the second page.
 - Fill in your current legal name and other names you have used, your date of birth, telephone number, and current mailing address.
 - Use the following information to have the results sent to us:
 - Name and address of person and agency to receive results:
 - Marie Peters, Office of Clinical Studies, University of DE.
 - 200 Academy Street, Newark, DE 19716
 - Print the form and take it to a notary for signing. Do not sign it until you are in front of the notary!
 - Mail the form and a self-addressed stamped envelope to

Division for Children Youth and Families
DCYF Central Registry, Thayer Building
129 Pleasant Street
Concord, NH 03301
- Once you get your results, please scan a PDF of them to us at clinicalstudies@udel.edu (in case we haven’t received them yet).

If you have any problems, please let us know.

Office of Clinical Studies
200 Academy Street
Newark, DE 19716