

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.
 - 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).
 - Bring with you a check made out to “State of NH – Criminal Records” for \$25.00
 - [Detailed Instructions from NH Website](#) should you want to review more closely
- 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 [NH Child Abuse and Neglect Central Registry Form](#).
- To complete “Full Legal Name” and other information:
 - Go to the top of document, right side, click on the “T”.
 - Then click in “Legal Name” line to start completing form.
- Print the form and take it to a notary for signing. Do not sign it until you are in front of the notary. A list of notaries on campus can be found: [List of UD Campus Notaries](#).
- Keep a copy for your records.
- 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, send a copy to: clinicalstudies@udel.edu.

If you should have any questions, send on email to clinicalstudies@udel.edu.