



# State of New Hampshire

DEPARTMENT OF SAFETY  
John J. Barthelmes, Commissioner of Safety

## Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305  
Telephone: 603-271-2575



Colonel Robert L. Quinn  
Director

## Guidelines for Applying to Multiple Schools

*Per NH RSA 189:13-a IX. (a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.*

**You must first apply for the criminal history records check at a SAU, School District, chartered public school, or public academy. You will be given a packet containing: 1. Criminal Record Release Authorization Form; 2. Applicant Fingerprint Card; and 3. Guidelines and Application for Applying to Multiple Schools.**

**You will receive a letter containing your statewide (NH) and federal (FBI) criminal history record check results. You shall submit a copy of the letter to those school administrative unit(s), school district(s), chartered public school(s), or public academy(ies) to which you applied in the state of New Hampshire. The letter is good for thirty (30) days from it's date, after that, it becomes invalid.**

**If after the thirty (30)-day time frame you decide that you would like to additionally apply in another school district, you will be required to do so as a new applicant.**

**Should you have any questions regarding your letter please contact us at (603) 223-3867.**

**Sincerely,**

**New Hampshire State Police Criminal Records Unit**



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## APPLICATION TO MULTIPLE SCHOOLS

***NH RSA 189:13-A IX.(a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.***

If you are considering working in the NH school system and you would like to apply to multiple schools, you must contact the state police Criminal Records Unit immediately upon applying at a ***school administrative unit, school district, chartered public school, or public academy*** and identify those other schools you wish to submit an application. Failure of a timely notification will require you to bear the full cost of a criminal history records check for any subsequent applications.

A letter stating your statewide and federal background check results will be mailed to **you** and will provide proof of completion of the educational background check process.

The results letter will be valid for 30 days from its date.

Educational Criminal History Records Check was initiated at: \_\_\_\_\_

**NAMES OF OTHER SCHOOLS (WITH SAU # IF APPLICABLE)  
SEEKING TO APPLY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_

If you have any questions regarding this process, you may contact us at (603) 223-3867.

NH State Police Criminal Records Unit