

CHRI Applicant Portal – Schedule New Appointment


Applicant Portal can be found at <https://services.dos.nh.gov/chri/cpo/>

1. From the home screen, single-click “Schedule a New Appointment”.

The screenshot displays the CHRI Applicant Portal home screen with the following content:

- 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 (button with a red arrow pointing to it)
- Reschedule Existing Fingerprint & Criminal Record Check Appointment**
To reschedule your appointment, click the button below to locate your existing appointment.
An appointment can be rescheduled twice, free of charge.
Reschedule an Appointment (button)
- Cancel Existing Fingerprint & Criminal Record Check Appointment**
To cancel your appointment, click the button below to locate your existing appointment.
Only "Cancel" if you do not need a fingerprint appointment. If you wish to change your appointment date, please select the "Reschedule" option.
Cancel an Appointment (button)
- 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 (button)
- Resubmission Appointment**
If your fingerprints have been rejected and you have been asked to resubmit your fingerprints, click the button below to locate previous appointment.
Schedule a Resubmission Appointment (button)

Review the content found under “General Information”, “User Agreement” and “Challenge Record Notice.” Single-click the box to certify that you have read and understood, then select “Next”.

- a. If you need to return to the home page, click “Back” or click the home  icon in the upper left-hand corner.

General Information



- To request a Criminal Conviction check, you will need the Name and Date of Birth of the individual for whom the Criminal Conviction Record Information is needed and a valid credit card or debit card that can be processed as a credit card.
- Fees for NH Criminal Conviction checks are non-refundable.
- Results are reflective of information in Criminal Records at the time and date of request.
- Criminal Conviction check results will be delivered in PDF format. Adobe Reader is recommended to review and/or print the results. [Click here to download](#)
- In some instances manual processing of results may be required. This may cause a delay in results being made available.
- Certified results will contain an indicating watermark

User Agreement



- RSA 106-B:14 governs the release of Criminal Conviction Record Information to the public.
- RSA 641:7 Tampering With Public Records or Information - Alteration of any report is prohibited by law.
- 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.

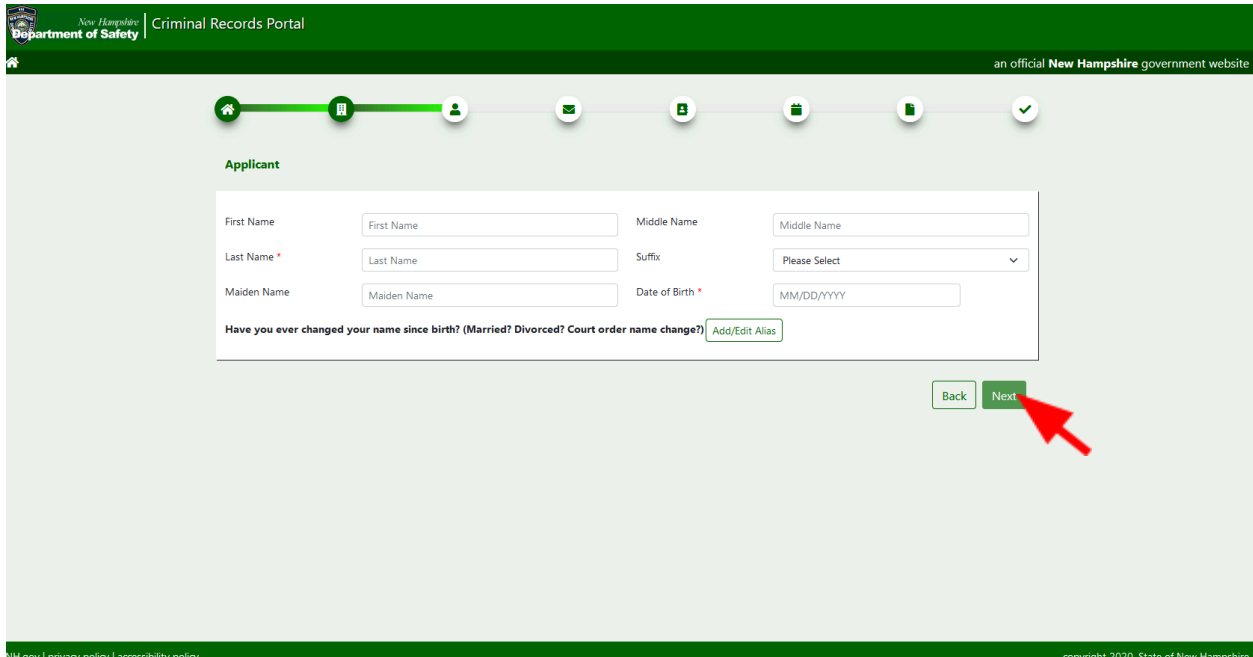
Back

Next

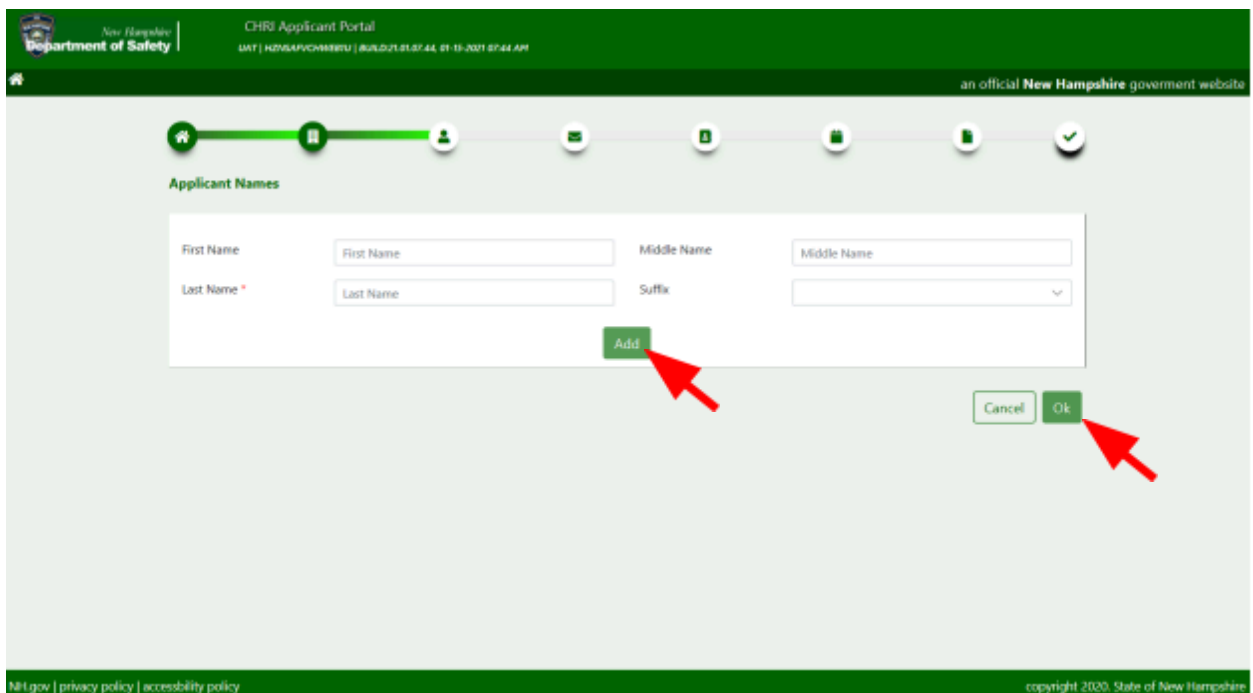
3. On the "Agency Selection" screen, select the type of agency that the results will be sent to from the drop-down menu then click the "Next" button.
 - a. If you need to return to the previous screen, click the "Back" button.

4. On the Agency Confirmation screen, confirm that the type of agency and specified agency identified to receive results are correct. Check the box to certify that you are choosing the correct agency type then click “Yes”
 - a. If changes are needed, click “No”.

5. Enter the applicant information.
 - a. Please note: last name and date of birth are required fields.



6. If the applicant has any previous last names, click the “Add/Edit Alias” and update with all aliases
 - a. Please note: last name is a required field for aliases.
7. Click “Add” after entering alias details then click “OK”.



8. This will return you to the Applicant screen where you will click “Next” to proceed.
 - a. If you need to return to the previous screen, click the “Back” button.

9. Enter applicant's contact information. At least one phone number and type is required as is email address. Email address must be entered a second time to confirm and cannot be copy/pasted.
10. Select contact preference, then click "Next" to proceed.
 - a. If you need to return to the previous screen, click the "Back" button.

The screenshot shows the 'Applicant Contact' form in the CHRI Applicant Portal. The form is titled 'Applicant Contact' and includes the following fields and options:

- Contact Details:**
 - Phone1 * (Text input)
 - Phone2 (Text input)
 - Email Address * (Text input)
 - Confirm Email Address * (Text input)
- Type:** Two dropdown menus, both set to 'Please Select'.
- Contact Preference *:** Radio buttons for 'Phone' and 'Email Address'. The 'Email Address' option is selected and highlighted with a red box and a red arrow.
- Navigation:** 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red arrow.

The page header includes the New Hampshire Department of Safety logo, the text 'CHRI Applicant Portal', and the URL 'NH.gov | ADVISAPVCHWEB1U | BUILD/21.01.07.44 | 01-11-2021 10:44 AM'. The footer includes 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020, State of New Hampshire'.

11. Enter applicant legal address information. Check the box if mailing and legal address are the same.
12. If mailing address is different, enter legal mailing address and click "Verify Mailing Address" to confirm.
13. Click "Next" to proceed.

- a. If you need to return to the previous screen, click the “Back” button

The screenshot shows the 'Applicant Address' section of the CHRI Applicant Portal. It includes two address forms: 'Address Where You Live (Legal)' and 'Address Where You Get Your Mail (Mailing)'. The 'State' dropdown menu in the first form is highlighted with a red box. A red arrow points to the 'Verify My Address' button, and another red arrow points to the 'Back' button.

14. View available appointments by first selecting a date and clicking “Search”.

- a. You can narrow your search for appointment by selecting a time range.

The screenshot shows the 'Schedule an Appointment' section of the Criminal Records Portal. It includes instructions on how to schedule an appointment and a search form. The 'Date' input field is highlighted with a red box, and a red arrow points to the 'Search' button.

15. Click “Location” from the drop down box to select where you would like to have your fingerprint appointment.

16. Single-click to select the appointment time that you would like to schedule.

→ 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

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

Location * Address: CONCORD – DEPARTMENT OF SAFETY BUILDING, 1ST FLOOR
33 HAZEN DRIVE, CONCORD, NH 03305

Appointment Start Time	Number of Appointments Available
11:50 AM	1
12:10 PM	1
01:10 PM	1
01:30 PM	1
01:50 PM	1
02:10 PM	1
02:50 PM	1
03:10 PM	1
03:30 PM	1

17. Click “Next” to proceed.
 - a. If you need to return to the previous screen, click the “Back” button.
18. On the confirmation screen, review all applicant information and appointment details.
 - a. If you wish to start the scheduling process over, click “Start Over”.
 - b. If corrections are needed, click “Review & Change Information”.
19. If all information is correct, check the box certifying that the information entered is true and accurate.
20. Click “Pay By Credit Card” to enter the payment information.

New Hampshire Department of Safety | CHRI Applicant Portal | 107 | ADMIN\PCHEWERN | BUILD:21.01.07.44 | 01-15-2021 07:44 AM | an official New Hampshire government website

Confirm Your Appointment Details

→ We will hold your appointment slot for 15 mins while you review and complete the payment step.
 → Please note your appointment is not reserved until successfully paid for.
 → Review all information that has been entered for the applicant, agency receiving results, and appointment details.

- If changes are required, select the "Review & Change Information" button at the bottom of the screen and make applicable changes.
- If no changes are required, select "Pay Now" to proceed to the payment screen.
- If you want to start again, select "Start Over" button.

Customer Information

Confirmation # A01840

First Name TESTER246 Middle Name

Last Name AKC Suffix

Date of Birth 02/22/1980 Email Address amy.k.carter@dos.nh.gov

Cell Phone (603) 555-1212 Home Phone

Legal Address 33 HAZEN DRIVE, CONCORD, NH, 03305 Mailing Address 33 HAZEN DRIVE, CONCORD, NH, 03305

Fingerprint Appointment Details

Date 01/22/2021 Time 10:45 PM

Location 123 SOME ST, CONCORD, NH, 03301

Receiving Agency Details

Agency Name	Address
BOARD OF NURSING	7 EAGLE SQUARE, CONCORD, NH, 03301

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NHSP Administrative Fee	\$10.00
FBI Fee - Employee	\$13.25
Total Amount	\$48.25

I certify that all information up to this point is true and this application is signed under penalty of unsworn falsification pursuant to RSA 641:3

Start Over | Review & Change Information | Pay By Credit Card

21. Enter credit card information and click "Pay" to submit payment.
 - a. Click "Cancel" to cancel the transaction.

Payment Processing

Card Holder Name:

Credit Card Number:

Expiration Date: MM / YY

CVC Number: ?

Order ID: A38042


Total Amount: USD \$ 48.25



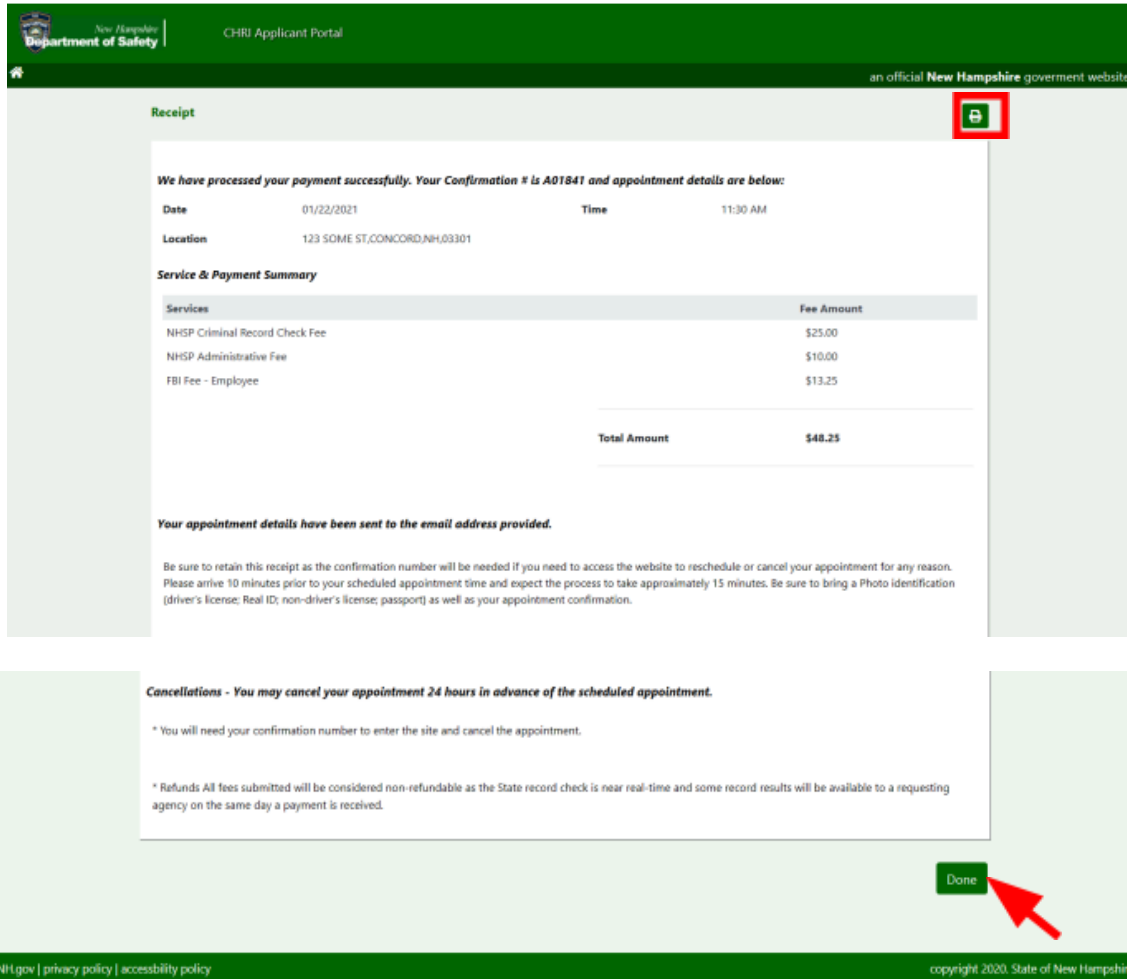
If you think your payment has processed, AND have not received your confirmation email :

- Do not "Refresh" your screen.
- Do not hit the "Back" button on the browser.
- Do not make another payment.
- Please contact the NH State Police at email CriminalRecordUnit@dos.nh.gov or call 603-223-3867.
- To avoid your session from Timing Out, Please complete your payment within 15 minutes.

22. On the receipt screen you will be provided with your confirmation number, appointment details, payment summary, and additional information pertaining to the appointment.

23. To print a copy of the confirmation, Click the print icon “”.

24. Click done when you are finished reviewing the appointment information.



Receipt

We have processed your payment successfully. Your Confirmation # is A01841 and appointment details are below:

Date	01/22/2021	Time	11:30 AM
Location	123 SOME ST, CONCORD, NH 03301		

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NHSP Administrative Fee	\$10.00
FBI Fee - Employee	\$13.25
Total Amount	\$48.25

Your appointment details have been sent to the email address provided.

Be sure to retain this receipt as the confirmation number will be needed if you need to access the website to reschedule or cancel your appointment for any reason. Please arrive 10 minutes prior to your scheduled appointment time and expect the process to take approximately 15 minutes. Be sure to bring a Photo identification (driver's license, Real ID, non-driver's license, passport) as well as your appointment confirmation.

Cancellations - You may cancel your appointment 24 hours in advance of the scheduled appointment.

* You will need your confirmation number to enter the site and cancel the appointment.

* Refunds All fees submitted will be considered non-refundable as the State record check is near real-time and some record results will be available to a requesting agency on the same day a payment is received.

Done

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25. You will also receive a confirmation via email.

Process Date : 01172021

Hello,

Your fingerprint appointment has been scheduled successfully.

First Name: TESTER246
Last Name: AKC
Date of Birth: 02/22/1980

New Confirmation Number: A01841
Appointment Date/Time: 01/22/2021 11:30 AM

Fingerprint Location: LOAD TEST LOC - DO NOT MODIFY

If you have not requested this appointment, please contact NH Criminal History department regarding the same.

Regards,
NH Criminal History Unit

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

Build:21.01.07.44, 01-15-2021 07:44 AM, Server:UNKNOWN