

## Summary of Required Documentation for New Applications

*Note: This summary is provided to aid applicants in submitting required materials and is not a verbatim statement of applicable rules. See Gal 302.04 for controlling requirements relating to supporting materials.*

In addition to an original and three (3) copies of the completed Application for Certification form, Supplemental Application for Certification form (with attached “Log of Professional or Volunteer Experience”) and fee specified by Gal 304.01 (\$75 as of 9/15/07), an applicant for new certification must provide the following materials. An “**Application Checklist**” (GAL FORM 2) available on the GAL website, should be submitted with these items in order to assure that all required material is provided. Applicants must submit:

- A. One of the following:
  - a. A copy of the applicant’s associate’s, bachelor’s or more advanced degree diploma, certified as original by the institution that issued the same;
  - b. An official transcript of work performed by the applicant in satisfaction of the degree, which transcript provides that an associate’s, bachelor’s or more advanced degree has been awarded;
  - c. A written statement from the institution attended by the applicant certifying that the applicant has been awarded an associate’s, bachelor’s or more advanced degree by the institution; or
  - d. A photocopy of the applicant’s diploma awarding him or her an associate’s, bachelor’s or more advanced degree.
  
- B. Authorization form for a Criminal Records Background Check allowing disclosure to the Board. (*Note: this form must be notarized, and have Section II filled in, except for GAL staff signature.*) Form & current cost will be found at <http://www.nh.gov/safety/nhsp/cr.html#criminal>.
  
- C. Payment for a Criminal Records Background Check in the form of a check to the N.H. Department of Safety in the amount specified by Saf-C 5703.10 (\$15 as 9/15/07, subject to change; *The check to the Department of Safety should be made out to “State of New Hampshire: Criminal Records” or in such other manner as the Department of Safety instructs. The check should not be made out to the Board*)
  
- D. An original writing from the Central Registry of Founded Abuse and Neglect Reports indicating that the applicant’s name does not now appear in the Central Registry. [*Applicants can obtain this by sending a request to NH DCYF – Central Registry, 129 Pleasant St., Concord, NH 03301. There is no fee, but you must provide a self-addressed stamped envelope. **This request must come directly from you and be sent back to you.** Applicants may use the “**Central Registry Form**” (GAL FORM 6) available on the GAL website, or may write their own request. Signatures must be notarized and the requests must contain name, maiden name (if applicable), any names used in last 7 years, date of birth and contact information. Requests are usually processed on the day received. Further information may be obtained by calling 271-4684].*
  
- E. A written submission of no less than 200 and no more than 500 words that:
  - a. Is distinct and separate from any cover letter or other supporting document;
  - b. Is clearly labeled “written submission”;
  - c. Is completed in typescript;
  - d. Describes the reasons the applicant wishes to engage in the work of a GAL;

- e. Specifies the applicant’s personal qualities or experiences which the applicant believes would enable the applicant to successfully engage in the work of a guardian ad litem;
  - f. Describes the reasons why, in the opinion of the applicant, it should be concluded that the applicant has good judgment; and
  - g. Is written in a style and form that the applicant believes clearly, succinctly and understandably addresses the matters specified above.
- F. Positive letters of reference *addressed directly to the Board in specific and dated not more than one year prior to the date of submission to the Board* from 3 individuals (at least one of whom has known the applicant for at least 2 years and at least one of whom has observed the applicant’s interaction with children or incapacitated adults, or who has had the opportunity to form an opinion regarding the applicant’s ability to understand and empathize with children or incapacitated adults). *Letters of recommendation may be narrative letters or written on the “Reference Form” (GAL FORM 7) available from the Board.* Letters and the GAL website, must meet the following criteria:
- a. State the applicant’s name;
  - b. Provide the name and mailing address of the person writing the letter;
  - c. Provide a brief description of the writer’s background and experience;
  - d. State:
    - 1. That the writer is not a family member, current business partner, employee, workplace subordinate or business associate of the applicant (other than a supervisor);
    - 2. That the writer is familiar with the applicant’s character and overall knowledge, skill, proficiency and impartiality in contexts that the writer views as indicative of the applicant’s future successful performance of the duties of a guardian ad litem; and
    - 3. In the case of a letter from a person who has observed the applicant’s interaction with children or incapacitated adults, or who has had the opportunity to form an opinion regarding the applicant’s ability to understand and empathize with children or incapacitated adults:
      - I. That the writer has so observed or has formed such opinion, including therein the basis for that observation or opinion; and
      - II. That the writer attests to the applicant’s ability to understand and empathize with children or incapacitated adults;
  - e. Include positive comment on the attributes of the applicant that the writer believes would render the applicant a good candidate for certification as a guardian ad litem;
  - g. State that the applicant is, in the opinion of the writer, a person of good character and why;
  - h. Recommend the applicant for certification as a guardian ad litem;
  - i. Contain the signature of the writer and the date of the letter;
- G. Copy of a photograph identification card or other document issued by a governmental agency, which includes at least a clear depiction of the applicant, the applicant’s name and the applicant’s date of birth.
- H. A signed Waiver of Confidentiality conforming to the requirements of Gal 302.04 (h). A **“Waiver of Confidentiality”** form (GAL FORM 5) is available from the Board and on the GAL website.
- I./J. If the applicant answered “yes” to the question at Part F, number 8 of the Application for Certification form, or if the applicant answered “yes” to question g. i. or ii of the Supplemental Application for Certification Form:

- a. A copy of the order, decision or other writing, if any, from the professional organization or supervising entity at issue setting forth the factual findings and conclusions resulting in disbarment, revocation, suspension, reprimand, discipline, censure or disqualification; and
  - b. If the disbarment, revocation, suspension, reprimand, discipline, censure or disqualification has ended, or if it was subsequently reversed or overturned on appeal, a copy of the order, decision or other writing, if any, from the professional organization or supervising entity at issue setting forth the terms under which the disbarment, revocation, suspension, reprimand, discipline, censure or disqualification has been lifted or the terms under which it was reversed or overturned.
- K./L. If the applicant answered “yes” to any question at Part F, number 10, 11, 12, 13 or 15 of the Application for Certification form, or if the applicant answered “yes” to either question g. iii. or iv. on the Supplemental Application for Certification form:
- a. A copy of the order, decision or other writing, if any, from the sanctioning body or other entity setting forth the factual findings and conclusions resulting in the revocation, suspension, discipline, denial, reprimand, fine or sanction; and
  - b. If the revocation, suspension, discipline, denial, reprimand, fine or sanction has ended, or if it was subsequently reversed or overturned on appeal, a copy of the order, decision or other writing, if any, from the sanctioning body setting forth the terms under which the revocation, suspension, discipline, denial, reprimand, fine or sanction has been lifted or the terms under which it was reversed or overturned.
- M./N. If the applicant answered “yes” to question m. on the Supplemental Application for Certification form and the applicant has ever been subject to a restraining order:
- a. A copy of the restraining order; and
  - b. If the restraining order was subsequently reversed or modified, or if it was overturned on appeal, a copy of any order or decision reversing, modifying or overturning the restraining order.
- O./P. If the applicant answered “yes” to question n. on the Supplemental Application for Certification form and the applicant has ever been held in contempt of court:
- a. A copy of the writing or transcript of the portion of the proceeding, if any, holding the applicant in contempt; and
  - b. If the finding of contempt was subsequently reversed or modified, if it was overturned on appeal, or if the finding of contempt has been lifted, a copy of any order or decision reversing, modifying, lifting or overturning the finding.
- Q. Copies of certificates of attendance at the GAL general and area-specific training courses required for certification.
- R. If the applicant is applying for new certification in the circumstances described in Gal 401.06 *[i.e. if the applicant was formerly certified; has made a certification request more than 90 days after expiration of a prior certification; is not now subject to a settlement or agreement; did not have certification expire while under suspension; and has not had his or her certification revoked]*:
- a. Written documentation, in the form of copies of certificates of attendance, of the completion of the training specified in Gal 403.01 (f) *[i.e. the retaking of the general and area-specific GAL training courses within the 3 years prior to the request for new certification]*;

- b. The signed, written statement containing the information required by Gal 401.06 (a) (3) [*Consult the **Board's rules** (<http://www.gencourt.state.nh.us/rules/gal.html>) for requirements of the statement*].

Send Application Materials to:

Guardian ad Litem Board  
State House Annex – Room 120  
25 Capital Street  
Concord, NH 03301 – 6312

Questions: Consult the administrative rules of the Guardian ad Litem Board; call **(603) 271-1199**; or email: [gal.board@nh.gov](mailto:gal.board@nh.gov)