

THE STATE OF NEW HAMPSHIRE
Guardian ad Litem Board

GAL Form 2
9/15/07

APPLICATION CHECKLIST

(Include this list when submitting your application. This is a synopsis/checklist only. A more detailed summary of required materials is available from the Guardian ad Litem Board. Consult Chapter Gal 300 of the Board's administrative rules for specific requirements relative to new applications)

- I. **Name of Applicant** _____
- II. _____ **Application Fee - \$75: Payable to "State of New Hampshire: GAL Board"**
- III. _____ **"Application for Certification" form: Original + 3 Copies**
_____ Signed & Dated
- IV. _____ **"Supplemental Application for Certification" form (with "Log of Professional or Volunteer Experience"): Original + 3 Copies**
_____ Signed & Dated
- V. **Required Supporting Materials – (do not attach to application forms)**
- _____ A. Proof of Associate's Degree or higher
- _____ B. Criminal Records Release
_____ Signature Notarized
_____ Provides for Release to GAL Board
- _____ C. Check payable to "State of New Hampshire: Criminal Records"
_____ Signed
_____ Correct amount (*\$15 as 9/15/07, subject to change*).
- _____ D. Original Central Registry confirmation
- _____ E. "Written Submission" essay (*original + 3 copies*)
_____ Separate from other documents and labeled "Written Submission"
_____ 200 to 500 words
_____ In typescript
_____ Describes reasons for desire to serve as GAL; Specifies personal qualities or experiences believed to enable successful GAL work; Describes reasons to conclude person is of good character; Written in clear, succinct, understandable style
- _____ F. Three positive letters of recommendation
_____ Addressed directly to the GAL Board
_____ Dated within one year prior to submission
_____ Containing information and written by individuals specified in Gal 302.04 (f). *Note:*

For convenience in providing references, a reference form is available from the Board

- _____ G. Copy of Photo ID or other government document with photo, name and DOB

- _____ H. Waiver of Confidentiality (*form available from Board*)
_____ Signed

- _____ I./J. If a YES answer to Part F, question 8 of the Application for Certification Form OR if a YES answer to question g. i. or ii. of the Supplemental Application for Certification Form: Copy of order, decision or writing, together with copy of any subsequent order, decision or writing overturning, lifting or reversing determination

- _____ K./L. If a YES answer to Part F, questions 10, 11, 12, 13 or 15 of the Application for Certification Form OR if a YES answer to Question g., iii. or iv. of Supplemental Application for Certification Form: Copy of order, decision or writing together with copy of any subsequent order, decision or writing overturning, lifting or reversing determination

- _____ M./N. If a YES answer to Question m. of the Supplemental Application for Certification Form: Copy of restraining order, together with copy of any subsequent order or decision reversing, modifying or overturning the restraining order

- _____ O.P. If a YES answer to Question n. of the Supplemental Application for Certification Form: Copy of the writing or transcript of portion of proceeding holding the applicant in contempt, together with copy of any subsequent 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 this is a new certification in circumstances described in Gal 401.06 (*i.e. if the applicant was formerly certified; if this certification request is made more than 90 days after the expiration of prior certification; if no settlement or agreement is in effect; if prior expiration did not occur while under suspension; and if prior certification was not revoked*):
 - _____ Copies of certificates of attendance relative to the retaking of GAL general and area-specific training courses required for certification
 - _____ Signed, written statement containing information required by Gal 401.06

Send Application Materials to:

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

Questions: Call (603) 271-1199 or email: gal.board@nh.gov