

New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM
for use to APPLY FOR EMS PROVIDER LICENSE
INSTRUCTION SHEET

The below step by step instructions will assist you in completing the form:

1. **“Section I”** - This section requires the name and Personal Identifying Information (PII) of the applicant of whom is requesting a criminal history record. Please print the last name, maiden (if applicable), first name and middle initial; the physical address, date of birth, hair and eye color, sex, and state, number of the driver’s license and then sign and date the form.
2. **“Section II”** - This section identifies to whom the CHRI is being released. Appropriate parts have been populated for you, but **the applicant must also sign and date this section.** This acknowledges to the Criminal Records Unit that the individual gives his or her consent to a CHRI check and that the results will be released to the State of New Hampshire, Bureau of EMS. ~~This signature must be witnessed and verified by a Notary. The Notary’s signature and seal signifies that the Releasee’s identity has been validated.~~
3. The last “Signature” in this section has been populated for you and **NO action is needed by you.**
4. “Record Challenge” section: In New Hampshire, under the authority of Administrative Rule Saf-C 5703.12, anyone with a criminal history record has the right to challenge that record if he or she believes it may contain inaccurate information. **NO action is needed by you until the record is released and if there is an inaccuracy. If there is an inaccuracy contact the NHSP.**
5. Fingerprint impressions will be taken either by the inked method, or digitally by a Livescan device. Check the appropriate box once fingerprints are completed. **Payment by check, MUST BE INCLUDED, and is payable to “State of NH--Criminal Records”** fee increased to \$48.25
6. **This entire packet (Authorization (CHRI) form, fingerprints (card or receipt) and Payment (by check) – must all be submitted to the NH Bureau of EMS at the address noted AND should be sent with the NH EMS Provider license application (and National Registry card copy).**

LiveScan Fingerprint Applicants must call for an appointment (603) 223-3867
Livescan Site Locations

Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

The Division of State Police maintains six applicant livescan sites.

- Department of Safety Building, 33 Hazen Drive, Concord, NH 03305 - First Floor, Room 106A
- Manchester DMV Substation, 377 South Willow Street, Manchester, NH
- Dover Point DMV Substation 50 Boston Harbor Road (off Route 4), Dover, NH
- State Police Barracks Troop C, 15 Ash Brook Court, Keene, NH
- State Police Barracks Troop E, 1864 Route 16, Tamworth, NH
- State Police Barracks Troop F, 549 Route 302, Twin Mountain, NH

Required material when you go for your appointment:

Photo identification (driver’s license; non-driver’s license; passport)

NOTE: If you have a LiveScan fingerprinting completed – you will receive a “site form” receipt with a **“Tracking Number”**. **This ORIGINAL form must be sent to the Bureau of EMS** with the other two required items (payment (\$48.25) and the CHRI Authorization form). **IF** you are sending in an “inked” fingerprint card(s), they must be COMPLETE and include the Police Departments (PD) name and “ORI” information as well as **all appropriate signatures** (applicant and PD). This card(s) must be forwarded with the other required items, to the **Bureau of EMS at: NHDOS-FST&EMS, Bureau of EMS, 33 Hazen Dr., Concord, NH 03305**