

### **New Hampshire Criminal Clearance and Update Instructions**

As part of the adoption process, the state of New Hampshire requires all adults 18 years and older living in your home to have a criminal records clearance. These clearances must be updated approximately yearly during your process.

The first step is to determine which form you need. *Please note that fingerprints taken for the purpose of an FBI clearance or directly by CIS do not exempt you from the state fingerprinting requirement. If you had a home study completed prior to March 2014, it is unlikely state fingerprints were conducted and likely that Form 1 will be needed.*

Use Form 1 (ADOPTIVE PARENTS FORM NH RSA 170-B:18) if one of the following applies:

- This is the first time you have applied to WHFC
- You previously adopted through WHFC, but your past state criminal history report did not involve fingerprinting
- You are currently in process with WHFC and needing to update your clearance, but your past state criminal history report did not involve fingerprinting

Use Form 2 (FOSTER/ADOPTIVE PARENTS FORM NH RSA 170-E:29) if you have previously had a New Hampshire state criminal check that involved fingerprinting.

#### **FORM 1 instructions:**

- Separate forms for spouses/partners
- Complete Section 1 and Sign in Section 1 & 2
- Have the form notarized
- \$20.75 per person fee required. Check made payable to State of NH Criminal Records. Payment for multiple people can only be combined if same appointment time.
- Bring check(s) and notarized form (s) to appointment as detailed in "Fingerprinting Instructions"

#### **FORM 2 Instructions:**

- Separate forms for spouses/partners
- Complete Section 1 and Sign in Section 1 & 2
- Have the form notarized
- \$10 per person fee required. Check made payable to State of NH Criminal Records. Payment for multiple people can be combined.
- Please return notarized form(s) and payment to our address at the bottom of this instruction sheet. Attention: Applications Coordinator

If you have any questions, please do not hesitate to call and speak with our Applications Coordinator via the main number.