

# Fingerprinting

## What You Need to Know about Fingerprinting



### *Information for Applicants for Foster Care License and Adoption approval in New Hampshire*

*NH Department of Health and Human Services Division for Children, Youth and Families*

#### *General Information*

The Division for Children, Youth and Families (DCYF) and licensed child placing agencies must conduct fingerprint based checks for prospective foster and adoptive applicants according to the Adam Walsh Child Protection and Safety Act of 2006.

NH RSA 170 B & E requires that DCYF conduct a background check of the prospective Foster and Adoptive Parents. The check shall consist of a fingerprint-based criminal record check of national crime information databases for the prospective foster parents, a central registry check for the prospective foster parents, and a state police check and a central registry check for any other adult living in the home.

#### *Fingerprint Process for Foster Care and Adoption*

You should:

1. Obtain from your foster care licensing worker or child placing agency worker an official State Police Criminal Records Release;
2. Call the Department of Safety at **223-3867** identify yourself as a foster or adoptive parent and ask to schedule an appointment to be fingerprinted:
  - a. There are six NH State Police sites that can complete this process without an additional service charge. Please choose the one closest to your location or that best fits your schedule

- **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
3. Have the Criminal Records Release form notarized by a notary public **no more than one week** before your appointment;
  4. Arrive at your scheduled appointment location at least 10 minutes early with:
    - Your notarized release form
    - Photo Identification
  5. Expect the appointment to require 15 - 30 minutes of your time. This is an inkless process. Your prints will be taken on a digital machine. The machine will store your prints for **30 days ONLY**
  6. After your fingerprints are scanned, the Department of Safety employee will give you an **Applicant LiveScan Site Form** with a tracking number. **DO NOT LOSE THIS FORM!!**
  7. You must immediately return the following to the DCYF Central Inquiry Unit in the NHSP Request envelope or other envelope provided by your agency:

- Applicant LiveScan Site Form
- Notarized Records Release Form
- A check or money order for \$20.75 per request made payable to **State of NH Criminal Records**

8. Your Criminal records request will be forwarded to the NHSP Criminal Records Unit by the DCYF Central Inquiry Unit.
9. Your fingerprints will be processed through the New Hampshire State Police and the FBI database. This can take up to 3 weeks.

### *The Results*

Per NH Statute, all results are returned through DCYF. The fingerprint check will also include any records held in the New Hampshire State Police criminal records database. DCYF will review the record for compliance with the statutory requirements and notify your licensing worker or agency as to whether or not you may proceed with your applicant. Copies of all returned results will be sent to your agency to include in the foster or adoptive families file. The results may be shared by your agency as needed to finalize an adoption. Please call your worker or agency if you have any questions. Please **DO NOT** call the NH State Police Criminal Records Unit directly.



### *What Else You Should Know*

If you were licensed as a foster parent prior to July 1, 2007, and subsequently adopt a child, you will need to comply with the fingerprinting requirement as an adoptive applicant.

After July 1, 2007, foster and adoptive applicants who have met the fingerprinting requirements will not be required to be fingerprinted again.

At renewal of your license, foster parents will be subject to a paper criminal records check. Your fingerprints are taken only at initial application.



Reimbursement for the cost of the fingerprinting for each applicant may be available. Inquire with your agency foster care worker about the process.



### *How do I challenge my record?*

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting; NH Department of Safety, Division of State Police, Central Repository for Criminal Records, 33 Hazen Drive, Concord, New Hampshire 03305 or by sending your challenge to the FBI's DJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. The Correspondence Group will contact the appropriate agencies in an attempt to verify or correct the challenged entry for you. Upon receipt of official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes, if necessary, and notify you of the outcome. Updating your FBI criminal history record can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s).

