

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.
- Send check(s), notarized form (s), and fingerprinting receipt to WHFC.

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 WHFC.

If you have any questions, please do not hesitate to call and speak with your Adoption Coordinator.