

## ALERT

**House Bill 1608** requires the NH Department of Health and Human Services to provide notification of the opportunity to withdraw your COVID-19 vaccine record from the NH Immunization Information System (NHIS). Read the [press release](#) for more information, or use the [withdraw and remove information form](#).



OPEN MENU

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## Background Checks for Child Care Personnel

*Information about background checks for child care personnel, including information on fingerprinting.*

In accordance with state and federal law, the Child Care Licensing Unit requires rigorous and thorough background checks to be completed for child care personnel and household members in licensed child care and residential care programs. Background Record Checks must be completed prior to the date an individual has direct contact with children, upon adding new household members, or other individuals who will have regular contact with children or household members turning 18 years of age.

Background Record Checks must be completed prior to the date an individual is responsible for the care of children, upon adding new household members, or other individuals who will have regular contact with children or household members turning 18 years of age.

Follow the instructions provided on page 2 of the Criminal History Record Information Authorization form when scheduling a fingerprint appointment, as well as what is required to be submitted to CCLU for a complete background check. If you have any questions about the background check process, please call CCLU at (603) 271-9025.

### Child Care Licensing Resources

[Child Care Licensing](#)

[Licensed Child Care Programs](#)

[Licensing Exemptions](#)

[Out-of-State Abuse and Neglect Checks](#)

**Background Record Checks can now be initiated in the [NH Connections Portal](#). Watch the following video for the overview of the BRC Portal.**



[Child Care Licensing Background Record Check Overview](#)

Length: 1:48 | Transcript: [Child Care Licensing Background Record Check Overview](#)

### CHILD CARE LICENSING UNIT

**Address:**  
129 Pleasant Street, Concord, NH, 03301

**Email Address:** [CCLUoffice@dhhs.nh.gov](mailto:CCLUoffice@dhhs.nh.gov)

**Phone:** 603-271-9025

**Alternate Phone:** 1-800-852-3345, ext. 9025

**Fax:** 603-271-4782

Once in the NH Connections Portal, there are additional videos for the individual submitting their BRC, and for administrators for managing and tracking the submission of their staffs' BRC. Using the Portal to initiate the BRC process will provide you with detailed instructions and email communications to ensure it is done correctly and with minimal delays.

**For individuals 10-17 years of age DO NOT USE the NH Connections Portal, just complete and mail the Household and Personnel Form (CCLU 1-B) and any out of state forms, as applicable.**

[Household and Personnel Form - CCLU 1-B](#) 

[Escape Site](#)

## Fingerprinting

Fingerprints must be completed using LiveScan, ink print cards cannot be submitted.

Fingerprint appointments can be scheduled and paid for using the [Department of Safety CHRI Applicant Portal](#).

If using this portal to schedule your fingerprint appointment, once scheduled then go to the NH Connections BRC to print and mail the following to Child Care Licensing Unit, 129 Pleasant Street, Concord NH 03301:

**Child Care Programs** licensed under He-C 4002:

- Household and Personnel Form – CCLU 1-B
- Employment Eligibility Card Application – CCLU 1-C if applicable with \$25.00 check made payable to Child Care Licensing Unit
- Out-of-state release form(s) and fee(s) for individuals who live in another state during any part of the last 5 years

**24-Hour Residential Child Care Agencies** licensed under He-C 4001:

- Staff and Household Member form – CCLU 2-B
- NH Child Abuse and Neglect Central Registry Name Search Authorization – CCLU 2
- Out-of-state release form(s) and fee(s) for individuals who live in another state during any part of the last 5 years

## Local Police Locations with LiveScan

Local Police Departments may allow individuals to complete fingerprints. Call the local police station directly for appointments. Bring any additional fees the local police station may charge to the appointment, along with one of the following: Valid photo identification such as a Driver's License, Real ID, Non-Driver's License, or Passport.

Once printed by the local police station, then go to the NH Connections BRC to print and mail the following to Child Care Licensing Unit, 129 Pleasant Street, Concord NH 03301:





**Child Care Programs** licensed under He-C 4002:

- Criminal History Record Information Authorization – CCLU 1-A with \$28.25 check made payable to State of NH – Criminal Records
- Household and Personnel Form – CCLU 1-B
- Employment Eligibility Card Application – CCLU 1-C if applicable, with \$25.00 check made payable to Child Care Licensing Unit
- Out-of-state release form(s) and fee(s) for individuals who live in another state during any part of the last 5 years

**24-Hour Residential Child Care Agencies** licensed under He-C 4001:

- Criminal History Record Information Authorization – CCLU 1-A with \$28.25 check made payable to State of NH – Criminal Records
- Staff and Household Member form – CCLU 2-B
- NH Child Abuse and Neglect Central Registry Name Search Authorization – CCLU 2
- Out-of-state release form(s) and fee(s) for individuals who live in another state during any part of the last 5 years

## Forms for 24-Hour Residential Child Care Agencies Licensed Under He-C 4001:

- [Criminal History Record Information Authorization – CCLU 1-A](#) 
- [NH Child Abuse and Neglect Central Registry Name Search Authorization – CCLU 2](#) 
- [Residential Program Sworn Statement](#) 
  - To be completed by individuals working in residential programs only, per RSA 170-E:29-a, III a-c. Completed forms are to be filed in the individuals employee file.
- [Staff and Household Member form – CCLU 2-B](#) 

## Out-of-State Abuse and Neglect Checks

For all individuals requiring a background check who have lived in other states during any part of the last five years there must be an abuse and neglect registry check completed in each of those states.

## Coming Soon: Out-of-State Criminal Record Checks

NH will soon be checking criminal records for specific states for anyone who has resided in those states for during any part of the last five years. Watch this space for more information.

## Information & Resources

### • Child Care

- [RSA 170-E:7](#) Law requiring criminal history record checks, including fingerprints, for child care personnel and household members.
- [Frequently Asked Questions \(FAQ\) on Fingerprints for Child Care Personnel in a Family Based & Center Based Programs](#) 

### • Residential

- [RSA 170-E:29a](#) Law requiring criminal history record checks, including fingerprints, for residential personnel


Escape Site

- [RSA 170-E:29a](#) Law requiring criminal history record checks, including fingerprints, for residential personnel.
- [Frequently Asked Questions \(FAQ\) on Fingerprints for Residential Child Care Programs](#) 

## • Live Scan Locations and Challenging Criminal Records

- [Challenging an FBI Criminal Record Finding](#)
- [Challenging a State of NH Criminal Record Finding – Review Saf-C 5703.12 Procedure for Correcting a CHRI](#)

## • Resources for Former NH Residents Seeking Work in Other States Required to Obtain a Criminal Record Check

- [NH CAN Central Registry Name Search Authorization Lead Agency Child Care](#) 
- [Department of Safety, Justice Information Bureau, Criminal Records Unit](#)

 Portable Document Format (.pdf) . Visit [nh.gov](http://nh.gov) for a [list of free .pdf readers](#) for a variety of operating systems.



TDD Access: Relay NH [1-800-735-2964](tel:1-800-735-2964)

[Contact](#)

[Communication Access &  
Language Assistance](#)

[Non-Discrimination Policy](#)

[Contact Web Team](#)

[Find a DHHS Location](#)

[COVID-19 Resources](#)

[NH Government Careers](#)

[NH Travel & Tourism](#)

[NH Web Portal - NH.gov](#)

[ReadyNH.gov](#)

[Transparent NH](#)