

New Hampshire Criminal Clearance 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.

Initial Clearance Instructions:

Follow these instructions 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
- 1) Click on this link: <https://services.dos.nh.gov/chri/cpo/> If you need to set up an appointment, please click on the left green box to begin. Other options will be available if you need to change your appointment, etc.
 - 2) Enter in all your information as requested and proceed through the process. When asked about agency, select DHSS Adoptive Parent from the drop down.
 - 3) Select a date and time for your appointment
 - 4) Pay \$21.25 for the clearance.
 - 5) Each member of the household who is 18 years and older must complete a separate entry.

Update Clearance Instructions:

If you have previously completed a NH criminal clearance for adoption that included fingerprints, follow these instructions. If you completed fingerprints for an FBI clearance or a clearance through USCIS, those are separate and unrelated to the NH process.

- Use Form 2
- Separate forms for spouses/partners
- Complete Section 1 and Sign in Sections 1 and 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.
- Return notarized form(s) and payment to WHFC for submission.