

### **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.

## **PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### **Applicant Notification and Record Challenge**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>