

CRIMINAL HISTORY RECORD RELEASE INSTRUCTIONS

All new hires are required to obtain a recent School Employee/Volunteer Criminal History Record check prior to being hired by SAU 24 and all SAU 24 School Districts. If any offenses pursuant to RSA 189:13-A are shown, we will be unable to hire you. If your background results in a clear record, you will be advised of the next step.

Please follow the process below.

1. Complete the attached Criminal Record Release form and have it notarized.
2. Contact 223-3867 to schedule an appointment for a live scan of your fingerprints at one of the locations listed below. (They request you arrive 10 minutes prior to your scheduled time).
3. Bring required documents to appointment. (Photo identification includes driver's license, non-driver's license and passport plus the Completed Criminal Record Release Authorization Form).
4. Maintain a copy of your live scan form to give to Human Resources with a signed and notarized Criminal Records Release form and a check made out to the State of NH Criminal Records for \$48.25 (for Employees) or \$21.25 (for Volunteers).

For your convenience, below is a list of livescan site locations and addresses. Hours of Operation are Monday – Friday 8:30 a.m. to 3:30 p.m.

- Department of Safety Building, 33 Hazen Drive, First Floor, Room 106A, Concord, NH
- 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

If you choose not to go through with the livescan and you wish to withdraw your application, please notify Human Resources at the contact information below.

Becky M. Lugtig

Human Resource Assistant / Payroll Specialist
SAU 24
258 Western Ave
Henniker, NH 03242
Email: becky.lugtig@sau24.org
Phone: (603) 428-3269 x 320
Fax: (603) 428-6545

For any questions in regards to the criminal records release, please review Support Services Bureau, Criminal Records Unit, Laws Regulating the Release of Criminal Records at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/laws.html>.