

Criminal and FBI Records Check Instructions

As part of the Department of Revenue Administration hiring process, criminal background and FBI background checks are required for prospective employees who will have access to, or use, federal tax information. Additionally, a check of the local law enforcement agencies where you have lived, worked, and/or attended school within the last 5 years is required. Criminal record and FBI record checks are conducted by the State of New Hampshire Department of Safety. Offers of employment are made contingent on the background check and clearance results.

- ❖ Schedule your appointment at one of the locations listed below. When speaking with the scheduling office, indicate that you are scheduling a fingerprint scan for purposes of a criminal records check for employment at the New Hampshire Department of Revenue Administration. Be sure to bring your driver's license or passport to the selected location at the time scheduled. You will not be asked to remit payment at the time of the scan. If you have selected the Concord location, you will enter the Department of Safety Building and the fingerprint scanning office will be to your immediate right.

After having your fingerprints scanned, you will receive a completed Applicant/Licensing LiveScan Fingerprinting Form from the Criminal Records Unit. This form, along with the IRS Publication 1075 RSA 21-G: 9 Criminal Records Check Form and the DRA Local Police Records Check Form need to be returned to DRA for further processing. Contact the hiring manager to discuss a time to return the forms to DRA.

Checklist for forms to be returned to the DRA.

- ✓ IRS Publication 1075 RSA 21-G:9 Criminal Records Check Form
- ✓ DRA Local Police Records Check Form
- ✓ Applicant/Licensing LiveScan Fingerprinting Form

Locations:

Department of Safety Building, 33 Hazen Drive, Concord, NH 03301
(603) 223-3867. First Floor, Room 106A
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Manchester DMV Substation, 377 South Willow Street, Manchester, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Dover Point DMV Substation 50 Boston Harbor Road
(off Route 4), Dover, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

State Police Barracks Troop C, 15 Ash Brook Court, Keene, NH
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.

State Police Barracks Troop E, 1864 Route 16, Tamworth, NH
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.

State Police Barracks Troop F, 549 Route 302, Twin Mountain, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Salem Substation, 154 Main Street, Salem, NH
Hours of Operation: Monday – Friday