

NHSTA SCHOOL BUS DRIVER & TRANSPORTATION MONITOR CRIMINAL CLEARANCE INSTRUCTIONS

Updated 4/1/2022

School Bus Driver's and Transportation Monitors must now obtain a DOE Criminal Clearance. This will clear them for ALL SAU's, the clearance will expire when their license expires.

All new hires must obtain clearance, existing drivers/monitors will be required to obtain clearance when their license renews.

STEP 1 - OBTAIN AN EDUCATOR ID NUMBER IN myNHDOE SYSTEM

Create (or access if you have one) your myNHDOE account <https://my.doe.nh.gov/>

*NOTE: When creating your account, you must use a **unique email address**, duplicate email addresses will be rejected and prevent continuing. Do NOT use a generic email address, make sure it is unique to the applicant/employee.*

Make note of your Educator ID as you will need this number to complete reference on the Criminal History Record Check Clearance Application form for the DOE.

STEP 2 - LIVESCAN FINGERPRINT PROCESS WITH THE DEPARTMENT OF SAFETY CRIMINAL RECORDS UNIT

If payment will be made via check by you, your company, or district, follow Option 1. If you will pay via credit card through the Portal, follow Option 2.

OPTION 1 (IF PAYMENT WILL BE MADE VIA CHECK)

Call the Criminal Records Unit to schedule your appointment at one of the 7 LiveScan locations. (603) 223-3867 (option1).

Complete the DSSP434 Form (Contractors) or DSSP382 (School District Employees)

NOTE: The results will be going to the Department of Education Bureau of Credentialing and should NOT be sent to the SAU.

Both forms can be found at www.nhsta.org (Resources/Criminal Background Forms)

Go to your fingerprint appointment, bring the copy of the DSSP434 or DSSP382 form with you, but make sure you keep it as it will be needed to mail in with payment. You will be given paperwork from the appointment indicating fingerprints have been taken.

Completed DSSP434 or DSSP382 and payment should be mailed to:
New Hampshire Department of Safety / Division of State police
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

OPTION 2 (IF PAYMENT WILL BE MADE VIA CREDIT CARD)

Access the Department of Safety Portal to schedule your LiveScan fingerprint appointment.

<https://services.dos.nh.gov/chri/cpo/>

Click "Schedule a New Appointment"

Click on the box at the bottom certifying you understand the process and hit NEXT.

The following 2 steps are **CRITICAL** to ensure the records are released to the DOE Bureau of Credentialing. **DO NOT** enter an SAU. Select type of agency and agency as defined below.

EMPLOYEES OF A SCHOOL DISTRICT (NOT PRIVATE CONTRACTORS)

Select Type of Agency – you **MUST** select - "**Educational – Employee**"

Select Agency – you **MUST** select – "**NH DEPARTMENT OF EDUCATION**"

EMPLOYEES OF PRIVATE CONTRACTORS (NOT EMPLOYED BY A DISTRICT)

Select Type of Agency – you **MUST** select - "**School Transportation Providers**"

Select Agency – you **MUST** select – "**NH DEPARTMENT OF EDUCATION**"

Fill out the remainder of the form with your personal information.

Schedule your appointment for fingerprinting.

Confirm your appointment and pay the associated fee.

If you have any questions, contact the Criminal Records Unit at (603) 223-3867.

Go to your fingerprint appointments. The Criminal Records Unit will release the record automatically to the Department of Education Bureau of Credentials.

STEP 3 - COMPLETE AND SEND CRIMINAL HISTORY RECORD CHECK CLEARANCE APPLICATION AND PAYMENT TO THE DEPARTMENT OF EDUCATION

Download, print and complete the application.

<https://nhdoepm.atlassian.net/wiki/spaces/CHD/pages/324042772/Paper+Applications>

(select - criminal_history_record_check_clearance.pdf)

Complete the application. Be sure to hand write your Educator ID number (from Step 1) on the top of the form.

Provide a copy of your driver's license, school bus certificate (if applicable) and fee and mail to:

State of New Hampshire / Department of Education

Bureau of Credentialing

101 Pleasant St, Concord NH 03305

NOTE : The form can also be found at www.nhsta.org under Resources or https://www.nhsta.org/assets/municipal/1/DOE_CHRC_Application.pdf

For any additional assistance,

<https://nhdoepm.atlassian.net/servicedesk/customer/portal/6?>

PROCESSING AT DEPARTMENT OF EDUCATION BUREAU OF CREDENTIALS

Once the Department of Education has received your Criminal History Record (from the Department of Safety) & the DOE Criminal History Record Check Clearance Form with applicable documents/payment, they will process the application.

If approved the clearance will be emailed to the applicant. The applicant must supply this document to their employer for updating the Driver Qualification File

If denied, the applicant will receive a letter from the Department of Education stating the applicant did not meet their requirements. The applicant should notify their employer of such denial.

RENEWAL OF CLEARANCE

Applicant must renew their Criminal Records Check Clearance every 5 years by their driver's license expiration date.