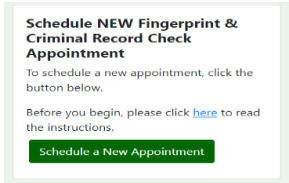


Applying/Issuance of Clearance

1. Get School Bus Drivers Certificate and/or Endorsement on License from DMV (if required)
2. Create or Access your myNHDOE account
 - a. [myNHDOE: Create or Access your account - Credentialing HD Knowledge Base - Confluence \(atlassian.net\)](#)
 - b. Make note of your EdID (you will need this for step 4b. below)
3. Download the Criminal History Record Release form (DSSP 434) from the link below for the **Department of Safety** and follow the directions on the form (see below under “a”) OR use the Department of Safety Portal (see below under “b”).
 - a. DSSP 434 Download instructions:
 - i. Prior to completing this form contact Criminal Records to schedule your fingerprint appointment.
 1. 603-223-3867, press 1 to schedule a fingerprinting appointment at one of the 7 [LiveScan](#) locations.
 - ii. [School Bus Driver/Transportation Monitor - Credentialing HD Knowledge Base](#) (for application for paper/manual process)
 - iii. Fill out the application completely.
 - iv. Mail the completed, signed paper application, all required documents and fee to the address on the form. **BE SURE TO SEND THIS COMPLETED APPLICATION AND PAYMENT TO THE DEPARTMENT OF SAFETY ADDRESS AT THE TOP OF THE FORM.**
 - b. Department of Safety Portal Instructions:
 - i. Click on the following link to get to the DOS Portal (<https://services.dos.nh.gov/chri/cpo/>)
 - ii. Click on “Schedule a New Appointment” box
 - iii. Click on the box at the bottom certifying that you understand the process, and hit next.
 - iv. Under Agency Selection select the following from the drop down menus, then hit next (see below for screenshot examples):

If employee of Bus Driving Company:

Agency Selection

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select Type Of Agency * School Transportation Providers

Select Agency * DEPARTMENT OF EDUCATION

Multiple agencies selection is allowed

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If paid employee of SAU:

Agency Selection

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select Type Of Agency * Educational - Employee

Select Agency * DEPARTMENT OF EDUCATION

If volunteer of SAU:

Agency Selection

→ Please select the employment or licensing Agency you are applying to. Background check results will be delivered to the Agency you select. If you are unsure which Agency to select, or the Agency does not appear in the selection please contact the Agency you are applying to. Please note: The Department of Safety is not responsible for results delivered in error due to the applicant selecting the incorrect Agency.

→ To select an agency first select the Agency Type from the drop down list. Selecting the agency type will narrow the number of agencies that appear in the Select Agency drop down. Once the agency type is selected then find and select the specific agency you wish your results to be delivered to.

→ **Note: For 'School Transportation Agency' applicants only -you may select more than one agency from the 'Agency' drop down. Each additional agency selected will incur an additional \$5 charge.**

Select Type Of Agency * Educational - Volunteer

Select Agency * DEPARTMENT OF EDUCATION

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- v. Confirm your selection
 - vi. Fill out the remainder of the form with your personal information
 - vii. Schedule your appointment for fingerprinting
 - viii. Confirm your appointment and pay the associated fee.
 - ix. If you have any questions, please contact the Department of Safety.
4. Download your Criminal History Record Check Clearance Application for the **Department of Education** and follow the directions on the form.
- a. [Paper Applications - Credentialing HD Knowledge Base](#)
 - b. Fill out the application completely, provide a copy of your driver's license, state issued photo id, government issues ID, or passport, bus drivers certificate (if required) and handwrite your Ed ID on the upper left hand corner of the form.

- c. Mail the completed, signed paper application, all required documents and fee to the address on the form. **BE SURE TO SEND THIS COMPLETED APPLICATION AND PAYMENT TO THE DEPARTMENT OF EDUCATION ADDRESS AT THE TOP OF THE FORM.** The application will not be processed without payment.
5. Once the Department of Education receives your Criminal History Record (from the Department of Safety) as well as your completed application with fee, we will process your application for the Criminal History Record Check Clearance.
6. If approved, the clearance will be emailed to the applicant.
 - a. The applicant must provide this clearance document to the Bus Company or SAU (whichever is the employer).
7. If denied, the applicant will receive an email and a hard copy of the letter from the Department of Education stating that the applicant did not meet the requirements.

Renewal of Clearance

1. Applicant must renew their Criminal Records Check Clearance every 5 years by their driver's license expiration date.
2. Applications for renewal are to be received by the Department of Education **NO LATER THAN 60 days** prior to the expiration of the previously issued clearance.
3. Follow the above instructions from steps 3 through 6 (Applying/Issuance of Clearance) to renew the clearance.