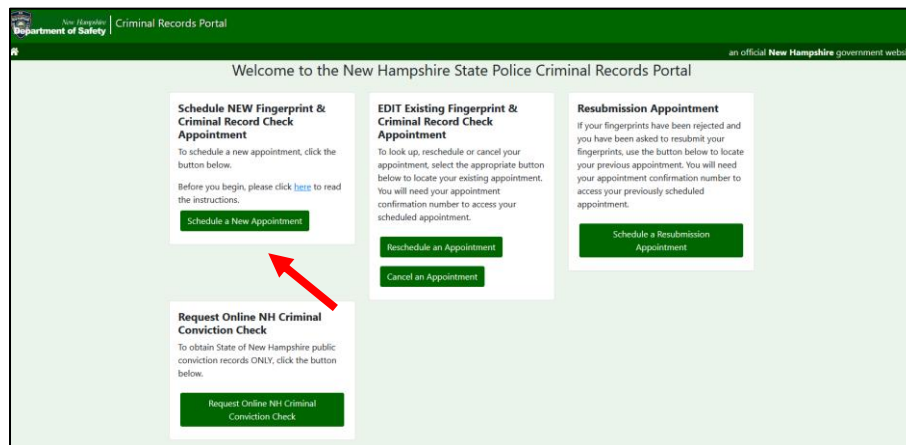


Diocese of Manchester Catholic School Employees Fingerprinting Instructions

First, you must register on the State of NH portal

1. Go to the NH Criminal Records Portal: <https://services.dos.nh.gov/chri/cpo/>
2. Click on “Schedule a New Appointment” (box at top left of your screen)



3. On the next page, review and click the box to certify that you agree to the information presented, then click ‘Next.’
4. On the **Agency Selection** screen, select from the dropdown menu, then click ‘Next.’
 - Type of agency: **School Employee NHRSA 189 13-A**
 - Agency: **Diocese of Manchester**

5. On the **Agency Confirmation** screen, confirm that you made the correct selections by clicking the box and selecting ‘yes.’ If you need to make changes, click ‘no’.

6. Enter your name, address, and contact information on the following screens, clicking 'Next' to proceed.

Note: Required fields are marked with a red asterisk.

Next, you will need to schedule your appointment

1. On the **Schedule and Appointment** screen, view available appointments by first selecting a date and clicking 'Search'.

Note: You can narrow your search for appointment by selecting a time range, if you prefer.

2. Once you select a date and click 'Search', a **Location** box will appear. Select your desired fingerprinting location using the dropdown arrow.

Notes:

- If your preferred location is not available, try another date. During busy times of year, you may need to look at dates 2-3 weeks in the future.
 - Some sites area only available on certain days of the week.
3. Select the appointment time that you would like to schedule by clicking on it, then click 'Next'.

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.
 • To narrow down your search, you have the option of selecting a window of time.

→ Once you find the appointment date and time that you want to book, click on it and then click next.

→ Please note that appointments must be booked within 90 days of today's date.

Date * 08/25/2022 appointment between 08:00 AM and 04:00 PM

Search

Please select a location to see the number of appointments available.

Location * CONCORD - 9 timeslot Available Address: CONCORD - DEPARTMENT OF SAFETY BUILDING, 1ST FLOOR, 33 HAZEN DRIVE, CONCORD, NH 03305

Appointment Start Time	Number of Appointments Available
11:50 AM	1
12:10 PM	1
01:10 PM	1
01:30 PM	1
01:50 PM	1
02:10 PM	1
02:50 PM	1
03:10 PM	1
03:30 PM	1

Back Next

4.

5. On the **Confirm your appointment details** screen, review all of the information for accuracy, then check the box certifying that the information is true.

Notes:

- If you wish to start the scheduling process over, click 'Start Over'.
- If corrections are needed, click 'Review & Change Information'.

Last, you will need to pay for your appointment using a credit card

1. Enter all required information and click 'Pay' (the amount you owe will display).
2. On the **Receipt** screen, you will be provided with your confirmation number, appointment details, payment summary, and additional information pertaining to the appointment.
3. Click the print icon to print your receipt. You will also receive an email confirmation.
4. *If your school will be reimbursing you, please provide a copy of the receipt to your principal.*