

## **New School Employee Fingerprinting – FAQs**

### **How does the new employee arrange for fingerprinting?**

The new employee should go onto the NH Department of Safety website (<https://services.dos.nh.gov/chri/cpo/> ) and follow the procedure outlined in the *Catholic School Employees Fingerprinting Instructions*, which has been distributed to the diocesan Catholic schools and is available on the Diocese of Manchester website at [www.catholicnh.org/family2/youth/child-safety/forms/](http://www.catholicnh.org/family2/youth/child-safety/forms/) The employee will select an appointment date, time and location for Livescan fingerprinting and will pay with a credit card.

### **Can the employee be reimbursed for the charge?**

Yes, the school can reimburse the employee if that is the school's policy. The employee will be issued a receipt at the time the appointment is made.

### **Where can the employee make the appointment?**

There are 7 sites around the state that take fingerprints: Concord, Dover Point, Keene, Manchester, Salem, Tamworth, and Twin Mountain. Availability of appointments will vary according to site.

### **Can the employee have fingerprints completed at another site, e.g. a local police department?**

While this has been done in the past, new employees should follow the procedure outlined above.

### **Can the employee have the fingerprints done in another state?**

No, they should be done through the NH Department of Safety. Appointments can be made to coincide with the employee's arrival in NH.

### **Does the employee need to submit a form to the school?**

If the school's policy is to reimburse employees, then the employee should submit a receipt to the school for reimbursement. The NH criminal records release form is no longer required.

### **How will the school know that the criminal checks have been completed?**

After the employee enters their information on the State site, a New Hampshire criminal check is automatically run. The SE Office will check the site periodically and enter the NH results into the Safe Environment database (SED). When the FBI

(fingerprint) results are completed, the clearance date will also be entered into the SED, although these usually take a week or two after the appointment date.

**Since the employee must choose “Diocese of Manchester” as their location, how will the results be posted in the SED to the correct school?**

The school safe environment coordinator should enter the name of the new employee into the SED as soon as possible so that the results can be posted to the correct entity.

**If the employee cannot keep the appointment, how can it be changed?**

The employee can return to the State site to change or cancel an appointment or to schedule new fingerprinting in the case of fingerprint rejection.

**If I have any questions, should I call the State?**

First you should contact the diocesan SE Office (603) 663-0109 or email [emongeau@rcbm.org](mailto:emongeau@rcbm.org). Be sure to include the employee’s name in your email or voice message.