

Applying/Issuance of Clearance

1. Get School Bus 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. If you do not already have an EIS account, proceed to create a profile.
3. Choose *Online Applications and Test Evaluation Requests* and select *Apply for a Criminal History Record Check Clearance*. (Payment is due at the time of application.)
 - a. **NOTE:** you must have your driver's license, government issued ID, and/or school bus certificate available when applying online. **If the applicant does not have a school bus certificate yet, they will need to upload a duplicate copy of their driver's license instead to complete and submit their CHRC application.**



Test Evaluation Request

If enrolled in a New Hampshire Approved Educator Preparation Program, or enrolling in one, click here to apply for a test evaluation request. Upload any applicable test score reports using the wizard in score reports will be evaluated with the application and a separate test evaluation is not needed.



Apply for a Name Change

Submit an application for a Name Change.



Apply for a Credential Verification

Submit an application for a Credential Verification. This application is not for obtaining a new credential, but rather to receive official verification of a credential you have already been issued.



Apply for a Criminal History Record Check Clearance

Submit an application for a Criminal History Record Check Clearance. This application must be associated with a parallel application submitted to the Department of Safety.

- b. Proceed through the following eight steps to complete the NH DOE CHRC application.
4. 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

Schedule NEW Fingerprint & Criminal Record Check Appointment

To schedule a new appointment, click the button below.

Before you begin, please click [here](#) to read the instructions.

[Schedule a New Appointment](#)

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 *

Select Agency *

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 *

Select Agency *

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 *

Select Agency *

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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.
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.