



# State of New Hampshire

## Banking Department

53 Regional Drive, Suite 200  
Concord, NH 03301

Telephone: (603) 271-3561

Fax: (603) 271-0750

Licensing: (603) 271-8675

[www.nh.gov/banking](http://www.nh.gov/banking)

### CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION FORM INSTRUCTIONS:

1. As part of the Banking Department's license and registration application review process, criminal background checks are required for each of the *applicant's* individual **direct** owners/investors/beneficiaries of 10% or more, for each of the *applicant's* individual **indirect** owners/investors/beneficiaries of 25% or more, and for each principal, officer, manager, LLC member, partner in a partnership, director, trustee, and NH branch manager of the *applicant*.
2. Criminal record checks are conducted by the State of New Hampshire Department of Safety, State Police Division and will include an FBI record check. The fee for processing the Criminal Record check is as follows:
  - State Police fee: \$25.00
  - FBI fee: \$23.25 for an ink card or for live scan (please note that at this time live scan can only be processed in the State of New Hampshire).

The \$48.25 may be aggregated into one check if record checks are to be performed for more than one individual. (e.g., 2 cards \$96.50) They will not accept 2 checks such as one for \$25.00 and an additional check for \$23.25). **All checks and money orders for the record checks should be made payable to the "State of NH – Criminal Records."**

3. To obtain a fingerprint card, which must be on a New Hampshire State Police fingerprint form, you may call **(603) 271-3561**, or e-mail [legal@banking.nh.gov](mailto:legal@banking.nh.gov) and indicate the number of cards needed and the address where they should be sent (only one address; the *applicant* or registrant is responsible for distribution to applicable persons within their organization) and we will send fingerprint cards out to you right away.
4. A. The New Hampshire cards must be taken to a local police department where a professional will take the fingerprints.  
  
B. If fingerprinting at a LiveScan location in New Hampshire, you will need to take the attached Applicant Livescan Site Form with you. You may make copies of this form. Note: the form will be given back to you when you have your fingerprints processed at the LiveScan site.
5. Every person **must** complete the following sections of the card:
  - a. Print the name of person whose record will be checked, "LAST NAME", "FIRST NAME", "MIDDLE NAME"; it must be legible;
  - b. Written "SIGNATURE OF THE PERSON FINGERPRINTED";
  - c. "RESIDENCE" address "OF THE PERSON FINGERPRINTED";
  - d. "DATE OF BIRTH DOB", "Month", "Day", "Year";
  - e. Country of "CITIZENSHIP" "CTZ" (most will be USA);
  - f. All vital information (ie. "SEX", "RACE" "HGT.", "WGT.", "EYES" (color), "HAIR" (color), "PLACE OF BIRTH POB");
  - g. "DATE" the form was signed and the "SIGNATURE OF THE OFFICIAL TAKING FINGERPRINTS";
  - h. "EMPLOYER NAME AND ADDRESS";
  - i. "SOCIAL SECURITY NO. SOC".
6. Unless the card has preprinted information in the following boxes, the Banking Department will complete the following sections of the fingerprint card for you:

- a. "ORI";
- b. "YOUR NO. OCA";
- c. "FBI NO. FBI";
- d. "ARMED FORCES NO. MNU";
- e. "REASON FINGERPRINTED";
- f. "MISCELLANEOUS NO. MNU."

7. A copy of the Department of Safety Division of State Police *Criminal History Record Information Authorization Form* is attached. You may make copies of this form, as each person described in the first paragraph of these instructions will need to complete one. **Complete all items in Section I, and make sure to sign the release information in Section II of the form.**
8. Submit a Criminal History Record Information Authorization Form, Processed Applicant Livescan Site Form, a fingerprint card and a fee in the amount of \$48.25, for each principal of the company listed in the application, to the Banking Department. We will forward the document(s) and check(s) to the Department of Safety. Fees covering multiple individuals may be combined into one check.

Applicant Notification and Record Challenge

Please note that your fingerprints will be used to check the criminal history records of the FBI. You can request a copy of your criminal history records directly from the FBI by going to [www.fbi.gov](http://www.fbi.gov) or calling (304) 625-5590. You have the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. To change, correct, or update any information contained in the FBI identification record, you should direct your challenge to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road Clarksburg, WV 26306. Please see Title 28, C.F.R. § 16.34 for additional information.

If you have any questions about the procedure or requirements, please call the New Hampshire Banking Department at 603-271-3561 or the individual you have been working with at the New Hampshire Banking Department.