



New Hampshire State Police Criminal Records Unit

“How to” Guide for online NH Criminal Conviction checks

Step 1 (Access Website Link)

- ▶ Access Website Link via any browser
- ▶ Was purposely designed to be compatible with smart phones and tablets
- ▶ <https://services.dos.nh.gov/chri/cpo/>

Step 2 (select option below)

services.dos.nh.gov/chri/cpo/

New Hampshire Department of Safety | Criminal Records Portal

an official New Hampshire government website

Welcome to the New Hampshire State Police Criminal Records Portal

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

EDIT Existing Fingerprint & Criminal Record Check Appointment

To look up, reschedule or cancel your appointment, select the appropriate button below to locate your existing appointment. You will need your appointment confirmation number to access your scheduled appointment.

Reschedule an Appointment

Cancel an Appointment

Resubmission Appointment

If your fingerprints have been rejected and you have been asked to resubmit your fingerprints, use the button below to locate your previous appointment. You will need your appointment confirmation number to access your previously scheduled appointment.

Schedule a Resubmission Appointment

Request Online NH Criminal Conviction Check

To obtain State of New Hampshire public conviction records ONLY, click the button below.

Request Online NH Criminal Conviction Check

Click this option

Step 3 (review document and certify)

General Information ^

- This criminal record check includes State of New Hampshire conviction records ONLY. Criminal offenses committed in other states will NOT be included in this record. Records are current at the time of the request.
- To request an online NH Criminal Conviction Check, please provide the following: Name and Date of Birth of person for whom you want a criminal record, a valid credit card or debit card that can be processed as credit, and a valid email address to send the result notification to (must be entered twice for validation).
- Fees for NH Criminal Conviction checks are non-refundable.
- Up to 25 requests can be submitted at a time.
- Requestors will be notified via email when the report is ready to be viewed. Once available, the report can be downloaded in PDF form.
- Requestors will need Adobe Reader to view and print the results [Click here to download](#)

Notice ^

- Results will have a ghost watermark that indicates the records are certified.
- If the report contains an error in your criminal record, you can challenge the report.
- Results are reflective of NH Criminal Conviction Record Information at the date and time of request.
- Results will return certified adult convictions only at the time of the request.


User Agreement ^

- RSA 106-B:14 I(c)(1) - Any person may, for a fee, obtain the public criminal history record information on another person.
- RSA 641:7 Tampering With Public Records or Information - Alteration of any report is prohibited by law.
- Requestor is required to provide information including their last name or business name, phone number, and a valid email address.


I certify that I have read, understand and agree to the above policy and procedures related to the NH Criminal Conviction Record check process.

Step 4 (Fill in requestor information)

Requestor Information

First Name	<input type="text" value="Michael"/>	Middle Name	<input type="text" value="A"/>
Last Name *	<input type="text" value="Arteaga"/>	Business Name 	<input type="text" value="DHMC - Lebanon"/>
Phone 1 *	<input type="text" value="(000) 000-0000"/>	Phone Type *	<input type="text" value="CELL"/>
Phone 2	<input type="text" value="Phone2"/>	Phone Type	<input type="text"/>
Email Address *	<input type="text" value="mail@mail.com"/>	Confirm Email Address *	<input type="text" value="mail@mail.com"/>

Are you checking your own Criminal Record?

 If you are checking a record on yourself, click this box, the information here will backfill onto the next page

If you are requesting on behalf of your agency fill in the “Business Name” box

Step 5 (Fill in prospective employees information)

Individual Being Searched

→ Last Name and Date of Birth are required fields. Maiden name is required if applicable.

→ Providing information in the optional fields will help identify the person being requested.

→ Results will return certified adult convictions only at the time of the request.

Fill in as much information as possible to include maiden names, if applicable

First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name *	<input type="text"/>	Suffix	<input type="text" value="Please Select"/>
Maiden Name	<input type="text" value="Maiden Name"/>	SSN	<input type="text" value="SSN"/>
Date of Birth *	<input type="text"/>	Place of Birth	<input type="text" value="NEW HAMPSHIRE"/>
Driver License Number	<input type="text" value="License"/>	Driver License State	<input type="text"/>
Mailing/Legal City	<input type="text" value="City"/>	Mailing/Legal State	<input type="text"/>

Has this individual changed their name since birth? (Married? Divorced? Court order name change?)

Step 6 (add to shopping cart)

*Up to 25 requests can be added to an individual cart. If more than 25 requests are needed, you can simply do another cart immediately after.

NH Criminal Conviction Record Check Summary



Requestor Information ▼

Individual Being Searched ▲

First Name	██████	Middle Name	██████
Last Name	██████	Date of Birth	██████
Maiden Name		SSN	
Driver License Number		Driver License State	
Place of Birth	NEW HAMPSHIRE	Mailing/Legal State	
Mailing/Legal City			





[Back](#) [Add to Shopping Cart](#)

Step 7 (proceed to payment OR request another record check)

- Requests will not be processed until payment is successfully completed.
- Review all information that has been entered for the individual(s) being searched.
 - If changes are required to a specific item in the shopping cart, please delete it and click the 'Request Another Record Check' button to add.
 - If no changes are required, select 'Pay by Credit Card' to proceed to the payment screen.
 - If you want to start again, select the 'Start Over' button.
 - Requestor may submit up to 25 requests per shopping cart transaction.
 - Fees for NH Criminal Conviction checks are non-refundable.
- Click  to view details of Individual(s) Being Searched.
- Click  to remove Individual(s) Being Searched from the shopping cart.

Requestor Information 

Individual(s) Being Searched 

#	Name	DOB	Fee Amount	
1			\$25.00	 
		Total Amount	\$25.00	

Start Over

Request Another Record Check





Pay By Credit Card

Step 8 (pay by credit card)


Payment Processing - NOTE: This is a test payment system. Please DO NOT use actual credit card numbers on this site.

Card Holder Name:

Credit Card Number:

Expiration Date: /

CVC Number: 

Order ID:

Total Amount: USD \$



If you think your payment has processed, AND have not received your confirmation email :

- Do not "Refresh" your screen.
- Do not hit the "Back" button on the browser.
- Do not make another payment.
- Please contact the NH State Police at email CriminalRecordUnit@dos.nh.gov or call [603-223-3867](tel:603-223-3867).
- To avoid your session from Timing Out, Please complete your payment within 15 minutes.


Step 9 (receive confirmation email)



Wed 1/5/2022 10:12 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CPO-SIT] New Hampshire State Police Criminal Records Unit, NH Criminal Conviction Check N00121 confirmation

To  Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***

Your Confirmation number is: **N00121**

Your records are currently being processed, an email will be sent with further instructions once your results are processed.

If you have not received another email regarding your records, please contact the New Hampshire State Police Criminal Records Unit at (603) 223-3867 or CriminalRecordUnit@dos.nh.gov.

If you are viewing this email in error, please contact the New Hampshire State Police Criminal Records Unit.

Respectfully,

New Hampshire State Police Criminal Records Unit



STATEMENT OF CONFIDENTIALITY: This message may contain information that is privileged and confidential and is intended for the exclusive use of the individual(s) to whom it is addressed. If you received this message in error, please contact the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

*** This is an automatically generated email; please do not reply to this email. ***

Build:21.12.02.58, 12-21-2021 02:58 PM, Server:hznsafvchweb1t


Step 10 (receive second email when results are complete)



Wed 1/5/2022 10:30 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CHR-UAT] New Hampshire State Police Criminal Records Unit, NH Criminal Conviction Check N00214 processed

To  Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***

Thank you for your business with the New Hampshire State Police Criminal Records Unit.

Your New Hampshire Criminal Record request is processed.

Please use the link below and follow the instructions to access your NH criminal conviction record report(s). Per federal rules, you will be required to obtain a one-time password to access the record(s). You can access your record request(s) for 30 days.

[Click here](#)



Click here to receive one time passcode via email

If there is a problem viewing your report(s), or if you would like to challenge a record, Please contact the New Hampshire State Police Criminal Records Unit at:

(603)-223-3867

CriminalRecordUnit@dos.nh.gov

or

Visit us at Department of safety on:

33 Hazen Drive

Concord, NH 03305



Step 11 (receive one time passcode)



Wed 1/5/2022 10:34 AM

NH-DOS-CriminalRecordUnit-noreply@dos.nh.gov

[CPO-UAT] One time password for login

To  Arteaga, Michael

*** This is an automatically generated email; please do not reply to this email. ***

One Time Password

Below is your one time password for accessing your requested records. Please do not share this with anyone. This password is valid for 5 minutes

One Time Password: CZQp62Kq

Should you have any questions, please contact our office at (603) 223-3867 option # 5
New Hampshire State Police Criminal Records Unit.



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*** This is an automatically generated email; please do not reply to this email. ***

Build:21.12.02.46, 12-21-2021 02:46 PM, Server:hznsafvchweb1u

Step 12 (enter one time passcode)

*For security purposes, the one time passcode has a 5 minute timeout period

One Time Password


A One Time Password has been emailed to the email address on your account. Please enter the Password here.




One Time Password **3:42 Seconds**

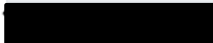
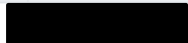


Step 13 (view results and print, if desired)


Dashboard

Confirmation #	N00214	Request Status	Complete
Request Date	01/05/2022 10:24:19 AM	Dashboard Available From Date	01/05/2022
Dashboard Available To Date	02/04/2022	Dashboard Last Access Date	

Requestor Information 

Below are your record(s). Click  to view details of Individual(s) Being Searched. Click  to view your result(s). 

Name	Date of Birth	Status	Report	Last Access On
		No Conviction Record	 	

Click here 

THANK YOU!

- ▶ For questions please contact:
- ▶ Meredith Smiley Meredith.S.Smiley@dos.nh.gov
- ▶ Trooper Michael Arteaga Michael.A.Arteaga@dos.nh.gov
- ▶ Supervisor Christine Shea Christine.M.Shea@dos.nh.gov