

Fingerprinting/Criminal Background Checks Procedure for Volunteers/Contractors

The following SAU 21 procedure for fingerprinting and background checks is aligned with the 9/12/2017 Department of Education Technical Advisory. <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/criminal-history-check.pdf>

This procedure, which is required in all of the SAU 21 districts, includes a criminal background check authorized through the Human Resources Department at the SAU office. Any school volunteer who may chaperone and/or participate in a school event, which may result in him/her independently monitoring students without the supervision of a SAU 21 staff member, is subject to a background check. SAU 21 volunteers are asked to schedule an appointment via Calendly at calendly.com/sau21_fingerprinting/30min. Fingerprinting is offered every Tuesday from 9am - 12pm by appointment only at the SAU office. The Background Check results usually take 4-6 weeks to get back from the state. The Human Resource Department will contact the school directly once the background check is complete.

Volunteers - Items needed at appointment:

- Valid Driver's License
- Check made payable to the "State of NH Criminal Records" in the amount of \$21.25

Contractors - Items needed at appointment:

- Valid Driver's License
- Check made payable to the "State of NH Criminal Records" in the amount of \$48.25

(CASH AND CREDIT CARDS NOT ACCEPTED)

Please see attached form for additional information.

[Click Here for the SAU 21 Background Check Form](#)