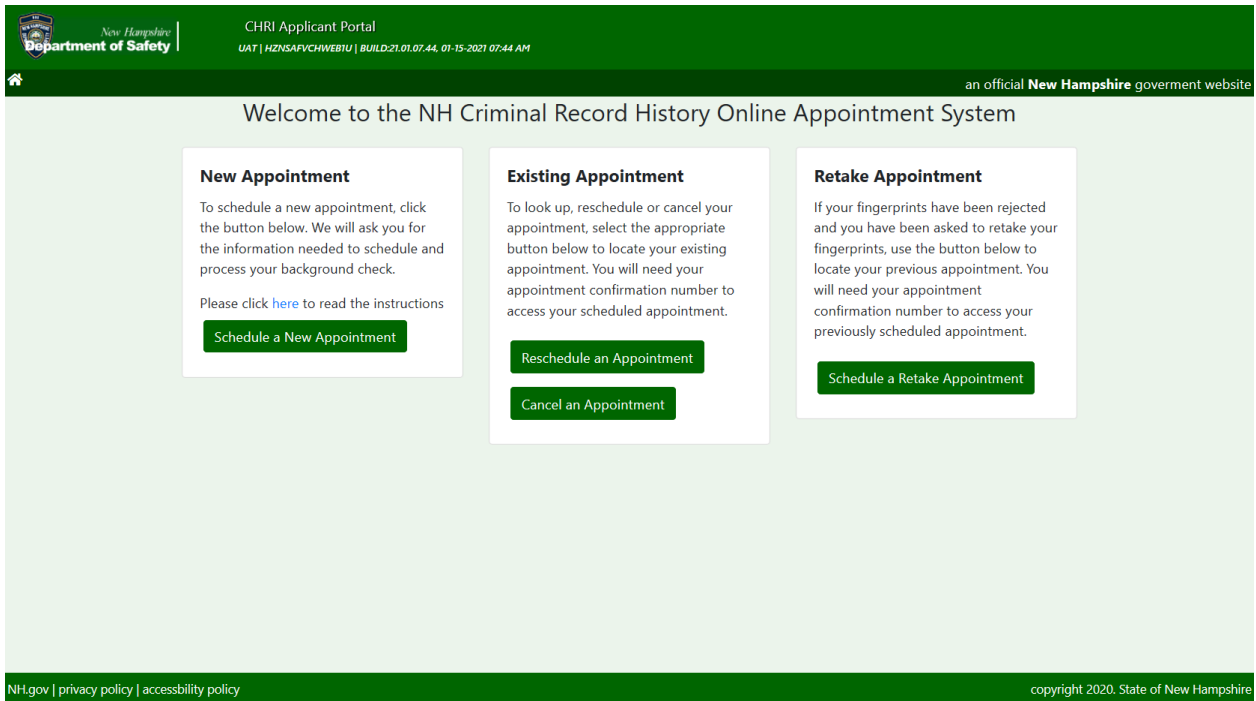


CHRI Applicant Portal – Schedule New Appointment

1. From the home screen, select “Schedule a New Appointment”

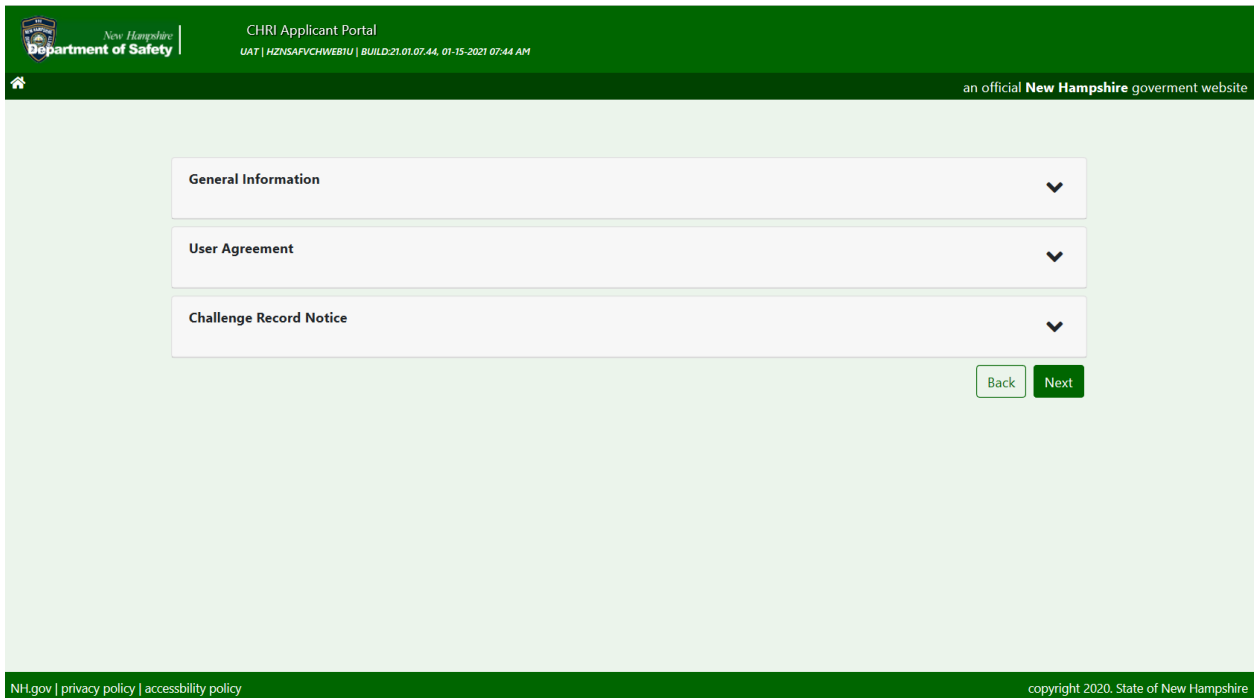


The screenshot shows the CHRI Applicant Portal home screen. At the top, there is a green header with the New Hampshire Department of Safety logo on the left, the text "CHRI Applicant Portal" in the center, and "an official New Hampshire government website" on the right. Below the header, the main content area has a light green background and is titled "Welcome to the NH Criminal Record History Online Appointment System". There are three white boxes with green accents, each containing instructions and a button:

- New Appointment:** "To schedule a new appointment, click the button below. We will ask you for the information needed to schedule and process your background check. Please click [here](#) to read the instructions." Below this is a green button labeled "Schedule a New Appointment".
- Existing 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." Below this are two green buttons: "Reschedule an Appointment" and "Cancel an Appointment".
- Retake Appointment:** "If your fingerprints have been rejected and you have been asked to retake your fingerprints, use the button below to locate your previous appointment. You will need your appointment confirmation number to access your previously scheduled appointment." Below this is a green button labeled "Schedule a Retake Appointment".

At the bottom of the page, there is a green footer with "NH.gov | privacy policy | accessibility policy" on the left and "copyright 2020. State of New Hampshire" on the right.

2. Review the “General Information”, “User Agreement” and “Challenge Record Notice” and then select “Next”.
 - a. If you need to return to the home page, click “Back” or click the home button.



The screenshot shows the CHRI Applicant Portal with a list of documents to review. The header is the same as in the previous screenshot. The main content area has a light green background and contains three white boxes with green accents, each representing a document to review:

- General Information** with a downward arrow icon.
- User Agreement** with a downward arrow icon.
- Challenge Record Notice** with a downward arrow icon.

At the bottom right of the list, there are two buttons: a white button labeled "Back" and a green button labeled "Next".

At the bottom of the page, there is a green footer with "NH.gov | privacy policy | accessibility policy" on the left and "copyright 2020. State of New Hampshire" on the right.

3. On the “Agency Selection” screen
 - a. Select the type of agency
 - b. Select the agency that the results will be sent to
 - c. Click the “Next” button
 - i. If you need to return to the previous screen, click the “Back” button

The screenshot shows the 'Agency Selection' screen of the CHRI Applicant Portal. The header includes the New Hampshire Department of Safety logo, the text 'CHRI Applicant Portal', and technical details: 'UAT | HZNSAFVCHWEB1U | BUILD-21.01.07.44, 01-15-2021 07:44 AM'. A navigation bar at the top right identifies it as an official New Hampshire government website. A progress indicator at the top shows eight steps, with the first step (Agency Selection) highlighted in green. The main content area contains instructions: 'On this page you must select the employment or licensing agency you are applying to and wish your background check results delivered to.' It further explains that selecting an agency type narrows the list of agencies. A note states: 'Note: That if you are applying to a School Transportation Agency you may select multiple individual agencies. Each additional agency selected will incur an additional \$5.00 charge.' Below the text are two form fields: 'Select Type Of Agency *' with a dropdown menu currently showing 'Please Select', and 'Select Agency *' with an empty text input field. At the bottom right of the form area are 'Back' and 'Next' buttons. The footer contains 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

4. On the Agency Confirmation screen, confirm that the type of agency and agency to receive results are correct.
 - a. If they are, click “Yes”
 - b. If changes are needed, click “No”

The screenshot shows the 'Agency Confirmation' screen of the CHRI Applicant Portal. The header and navigation bar are identical to the previous screen. The progress indicator shows the second step (Agency Confirmation) highlighted in green. The main content area contains a confirmation message: 'Please confirm that the agency(s) you have selected are listed below. These agencies will get your background check report.' Below this is a table with one row: 'Type of Agency: Board of Nursing' and 'BOARD OF NURSING'. A note at the bottom of the table reads: '(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)'. At the bottom right of the form area are 'No' and 'Yes' buttons. The footer contains 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

5. Enter the applicant information

- a. Last name and date of birth are required fields

The screenshot shows the 'Applicant' form in the CHRI Applicant Portal. The form is titled 'Applicant' and is part of a multi-step process. The steps are represented by icons: a home icon, a calendar icon, a person icon (current step), an envelope icon, a document icon, a gift icon, a document icon, and a checkmark icon. The form fields are: First Name (text input), Middle Name (text input), Last Name * (text input, required), Suffix (dropdown menu), Maiden Name (text input), and Date of Birth * (text input with MM/DD/YYYY format). There is a checkbox labeled 'Have you ever changed your name since birth? (Married? Divorced? Court order name change?)' and an 'Add/Edit Alias' button. At the bottom right, there are 'Back' and 'Next' buttons. The footer includes 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

- b. If applicant has any previous last names, click the “Add/Edit Alias” and update with all alias’

- i. Last name is a required field for alias’
- ii. Click “Add” after entering alias details

- c. Click “OK” when done

The screenshot shows the 'Applicant Names' form in the CHRI Applicant Portal. The form is titled 'Applicant Names' and is part of a multi-step process. The steps are represented by icons: a home icon, a calendar icon, a person icon (current step), an envelope icon, a document icon, a gift icon, a document icon, and a checkmark icon. The form fields are: First Name (text input), Middle Name (text input), Last Name * (text input, required), and Suffix (dropdown menu). There is an 'Add' button. At the bottom right, there are 'Cancel' and 'Ok' buttons. The footer includes 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

- d. Click “Next” to proceed

- i. Click “Back” to return to previous page

6. Enter applicant contact information

- a. At least one phone number and type is required
- b. Email address is required
 - i. Must enter email address a second time to confirm
 - 1. Cannot copy and paste email address into confirm field
- c. Select contact preference.

The screenshot shows the 'Applicant Contact' form in the CHRI Applicant Portal. The form is titled 'Applicant Contact' and is part of a multi-step process. The current step is 'Applicant Contact', indicated by a green checkmark in the progress bar. The form contains the following fields:

- Contact Details:**
 - Phone1 * (Text input)
 - Phone2 (Text input)
 - Email Address * (Text input)
 - Confirm Email Address * (Text input)
 - Contact Preference * (Radio buttons for Phone and Email Address)
 - Type * (Dropdown menu for Phone1)
 - Type (Dropdown menu for Phone2)

Buttons for 'Back' and 'Next' are located at the bottom right of the form. The footer includes 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

7. Enter applicant legal address

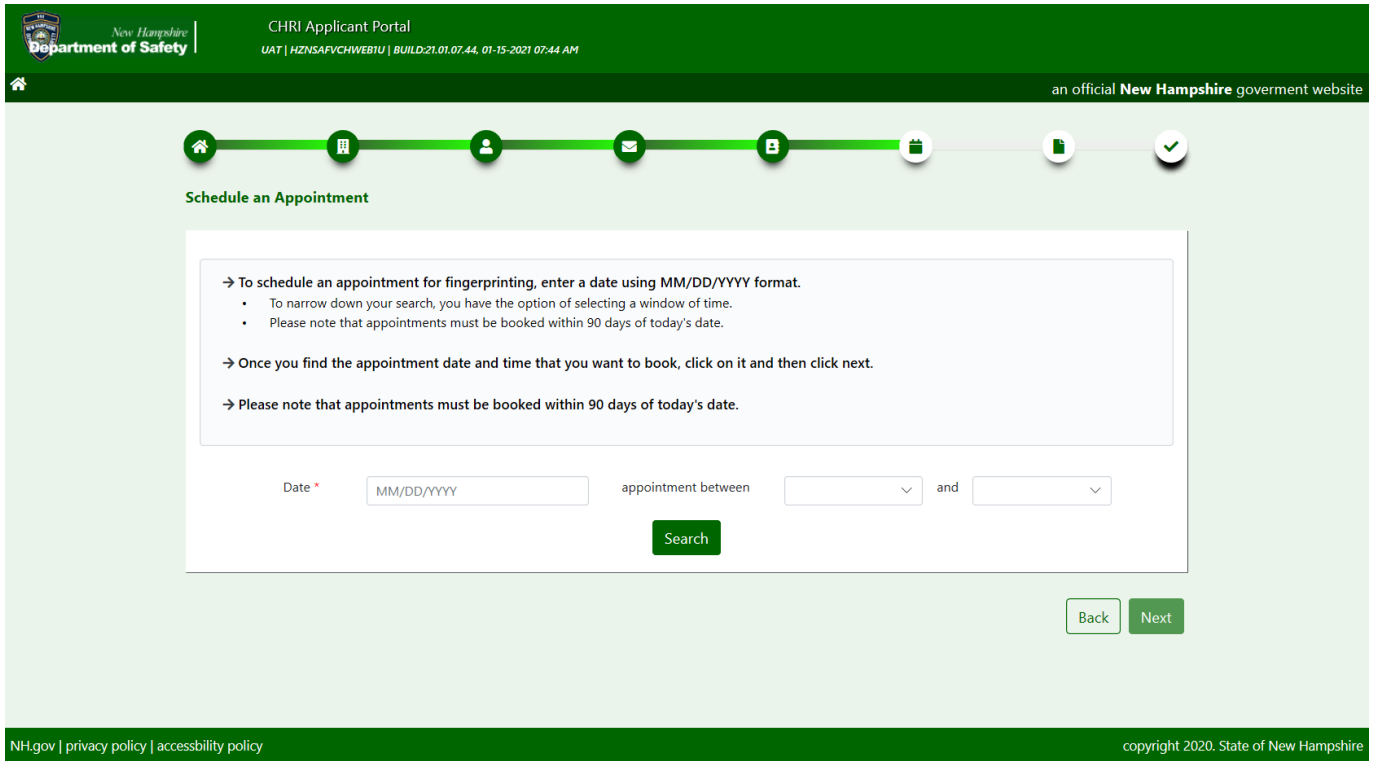
- a. Click check box if mailing and legal address are the same
 - i. If mailing address is different, enter and click "Verify Mailing Address" to confirm
- b. Click "Next" to proceed
 - i. Click "Back" to return to previous page

The screenshot shows the 'Applicant Address' form in the CHRI Applicant Portal. The form is titled 'Applicant Address' and is part of a multi-step process. The current step is 'Applicant Address', indicated by a green checkmark in the progress bar. The form contains the following fields:

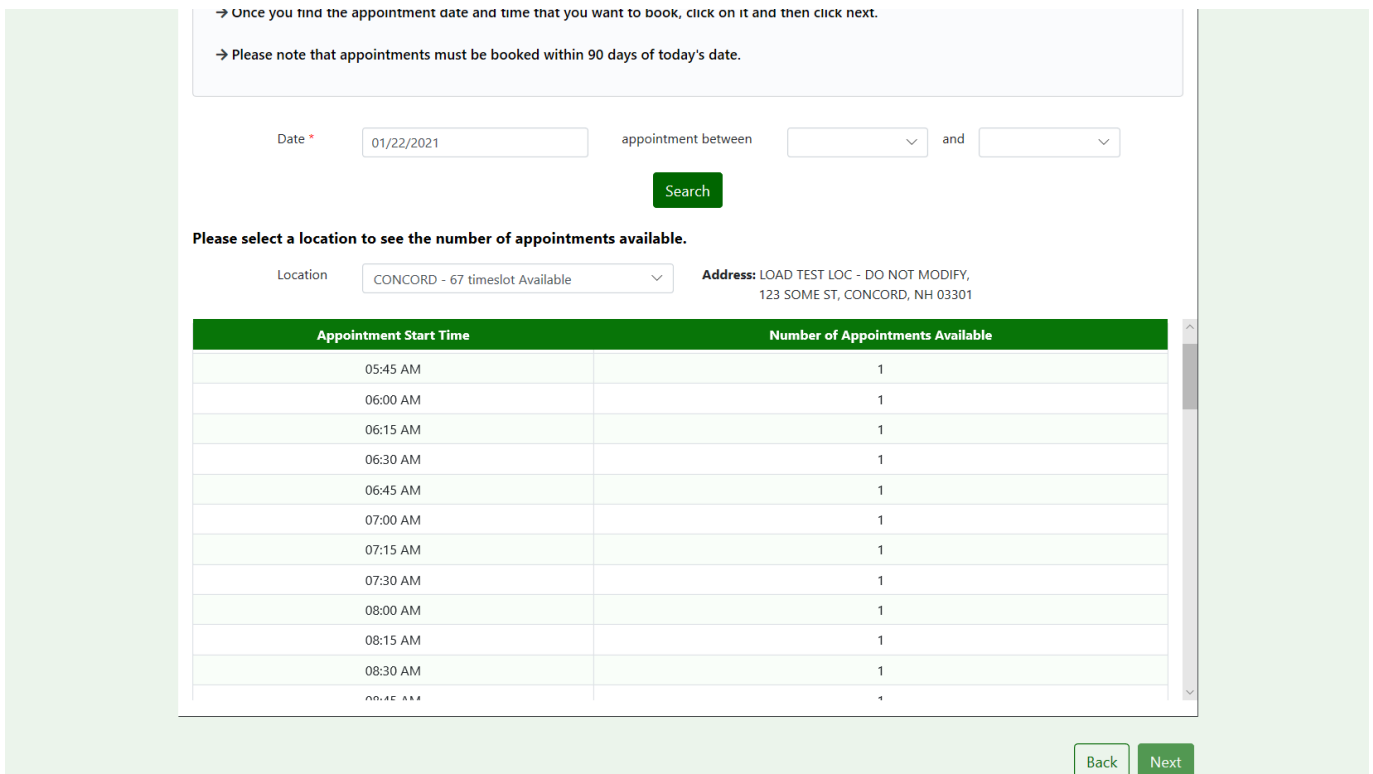
- Address Where You Live (Legal):**
 - Street * (Text input)
 - City * (Text input)
 - State * (Dropdown menu, currently showing NEW HAMPSHIRE)
 - Zip Code * (Text input)
- Mailing and Legal Address are same
- Address Where You Get Your Mail (Mailing):**
 - Verify Mailing Address (Button)
 - Street * (Text input)
 - City * (Text input)
 - State * (Dropdown menu, currently showing NEW HAMPSHIRE)
 - Zip Code * (Text input)

Buttons for 'Back' and 'Next' are located at the bottom right of the form. The footer includes 'NH.gov | privacy policy | accessibility policy' and 'copyright 2020. State of New Hampshire'.

8. Schedule an appointment by first selecting a date and clicking “Search”
 - a. You can narrow down the search for appointment by selecting a time range



- b. Select the location where you choose to be printed from the “Location” drop down box
 - i. Then click on the appointment time that you would like to schedule



- a. Click “Next” to proceed
 - ii. Click “Back” to return to previous page

9. On the confirmation screen, review all applicant information and appointment details.

CHRI Applicant Portal
UAT | HZNSAFVCHWEBIU | BUILD:21.01.07.44, 01-15-2021 07:44 AM

an official **New Hampshire** government website

Confirm Your Appointment Details

→ We will hold your appointment slot for 15 mins while you review and complete the payment step.
→ Please note your appointment is not reserved until successfully paid for.
→ Review all information that has been entered for the applicant, agency receiving results, and appointment details.

- If changes are required, select the "Review & Change Information" button at the bottom of the screen and make applicable changes.
- If no changes are required, select "Pay Now" to proceed to the payment screen.
- If you want to start again, select "Start Over" button.

Customer Information

Confirmation #	A01840	Middle Name	
First Name	TESTER246	Suffix	
Last Name	AKC	Email Address	amy.k.carter@dos.nh.gov
Date of Birth	02/22/1980	Home Phone	
Cell Phone	(603) 555-1212	Mailing Address	33 HAZEN DRIVE,CONCORD,NH,03305
Legal Address	33 HAZEN DRIVE,CONCORD,NH,03305		

Fingerprint Appointment Details

Date	01/22/2021	Time	10:45 PM
Location	123 SOME ST,CONCORD,NH,03301		

Receiving Agency Details

Agency Name	Address
BOARD OF NURSING	7 EAGLE SQUARE,CONCORD,NH,03301

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NHSP Administrative Fee	\$10.00
FBI Fee - Employee	\$13.25
Total Amount	\$48.25

I certify that all information up to this point is true and this application is signed under penalty of unsworn falsification pursuant to RSA 641:3

[Start Over](#) [Review & Change Information](#) [Pay By Credit Card](#)

NH.gov | [privacy policy](#) | [accessibility policy](#) copyright 2020. State of New Hampshire

- a. If you wish to start the scheduling process over, click on "Start Over"
- b. If corrections are needed, click on "Review & Change Information"
- c. If all information is correct,
 - i. Click on the check box certifying that the information entered is true and accurate
 - ii. Then click on "Pay By Credit Card" to enter payment information

10. Enter credit card information
 - a. Click Pay to submit payment
 - b. Click cancel to cancel transaction

New Hampshire Department of Safety | CHRI Applicant / Agency Portal Payments

an official New Hampshire government website

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

Card Holder Name:


Credit Card Number:

Expiration Date: /

CVC Number:


Order ID: A01841

Total Amount: USD \$ 48.25

11. On the receipt screen you will be provided with your confirmation #, appointment details, payment summary, and additional information pertaining to the appointment
 - a. To print a copy of the confirmation, click the print icon “  ”
 - b. Click done when you are done reviewing the appointment information

New Hampshire Department of Safety | CHRI Applicant Portal

an official New Hampshire government website

Receipt 

We have processed your payment successfully. Your Confirmation # is A01841 and appointment details are below:

Date	01/22/2021	Time	11:30 AM
Location	123 SOME ST, CONCORD, NH, 03301		

Service & Payment Summary

Services	Fee Amount
NHSP Criminal Record Check Fee	\$25.00
NHSP Administrative Fee	\$10.00
FBI Fee - Employee	\$13.25
Total Amount	\$48.25

Your appointment details have been sent to the email address provided.

Be sure to retain this receipt as the confirmation number will be needed if you need to access the website to reschedule or cancel your appointment for any reason. Please arrive 10 minutes prior to your scheduled appointment time and expect the process to take approximately 15 minutes. Be sure to bring a Photo identification (driver's license; Real ID; non-driver's license; passport) as well as your appointment confirmation.

Cancellations - You may cancel your appointment 24 hours in advance of the scheduled appointment.

* You will need your confirmation number to enter the site and cancel the appointment.

* Refunds All fees submitted will be considered non-refundable as the State record check is near real-time and some record results will be available to a requesting agency on the same day a payment is received.

Done

c. You will also receive a confirmation via email

Process Date : 01172021

Hello,

Your fingerprint appointment has been scheduled successfully.

First Name: TESTER246

Last Name: AKC

Date of Birth: 02/22/1980

New Confirmation Number: A01841

Appointment Date/Time: 01/22/2021 11:30 AM

Fingerprint Location: LOAD TEST LOC - DO NOT MODIFY

If you have not requested this appointment, please contact NH Criminal History department regarding the same.

Regards,

NH Criminal History Unit

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

Build:21.01.07.44, 01-15-2021 07:44 AM, Server:UNKNOWN