

CHRI Applicant Portal – Schedule New Appointment

LINK TO PORTAL: <https://services.dos.nh.gov/chri/cpo/>

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" on the right. Below the header, the main content area has a light green background and a heading "Welcome to the NH Criminal Record History Online Appointment System". There are three white boxes, each representing a different appointment option. The first box is titled "New Appointment" and contains instructions on how to schedule a new appointment, followed by a yellow button labeled "Schedule a New Appointment". The second box is titled "Existing Appointment" and contains instructions on how to reschedule or cancel an appointment, followed by two green buttons: "Reschedule an Appointment" and "Cancel an Appointment". The third box is titled "Retake Appointment" and contains instructions on how to retake an appointment, followed by a green button labeled "Schedule a Retake Appointment".

2. Review the “General Information”, “User Agreement” and “Challenge Record Notice” and then select “Next”.

The screenshot shows the CHRI Applicant Portal with a list of items to review. 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" on the right. Below the header, the main content area has a light green background. There are three white boxes, each representing a different item to review. The first box is titled "General Information" and has a downward arrow on the right. The second box is titled "User Agreement" and has a downward arrow on the right. The third box is titled "Challenge Record Notice" and has a downward arrow on the right. At the bottom right of the main content area, there are two buttons: a white button labeled "Back" and a yellow button labeled "Next".

3. On the “Agency Selection” screen
 - a. Select the **type of agency** [Educational - Employee OR Educational - Volunteer]
 - b. Select the **agency** that the results will be sent to [CONWAY SAU OFFICE]
 - c. Click the “Next” button

The screenshot shows the 'Agency Selection' screen of the CHRI Applicant Portal. The header includes the New Hampshire Department of Safety logo and the text 'CHRI Applicant Portal' with system information. A progress bar at the top indicates the current step. 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 options and that multiple agencies for school transportation incur a \$5.00 charge. Below the text are two dropdown menus: 'Select Type Of Agency *' with 'Please Select Educational - Employee OR Volunteer' selected, and 'Select Agency *' with 'CONWAY SAU OFFICE' selected. 'Back' and 'Next' buttons are at the bottom right.

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. The header and progress bar are consistent with the previous screen. The main content area contains a confirmation instruction: '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 two rows: 'Type of Agency: Board of Nursing' and 'BOARD OF NURSING' in the first column, and 'Educational (Employee or Volunteer)' and 'CONWAY SAU OFFICE' in the second column. A note at the bottom states: '(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)' 'No' and 'Yes' buttons are at the bottom right.

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 header includes the New Hampshire Department of Safety logo and the text 'CHRI Applicant Portal' with technical details. A progress bar at the top indicates the current step. The form fields are: First Name (with a yellow highlight), Last Name (with a red asterisk), Maiden Name, Middle Name, Suffix, and Date of Birth (with a yellow highlight and MM/DD/YYYY format). A checkbox asks if the user has ever changed their name since birth, with an 'Add/Edit Alias' button. Navigation buttons 'Back' and 'Next' are at the bottom right.

- 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 header is identical to the previous screenshot. The progress bar shows the current step. The form fields are: First Name, Last Name (with a red asterisk), Middle Name, and Suffix. An 'Add' button is located below the fields. Navigation buttons 'Cancel' and 'Ok' are at the bottom right.

- d. Click “Next” to proceed

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 header includes the New Hampshire Department of Safety logo and the text 'CHRI Applicant Portal' with a UAT timestamp. A progress bar at the top indicates the current step. The form contains the following fields and options:

- Contact Details:**
 - Phone1 * (text input) and Type * (dropdown menu with 'Please Select' as the current selection).
 - Phone2 (text input) and Type (dropdown menu with 'Please Select' as the current selection).
 - Email Address * (text input) and Confirm Email Address * (text input).
 - Contact Preference * (radio buttons for 'Phone' and 'Email Address').

At the bottom right, there are 'Back' and 'Next' buttons.

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 header includes the New Hampshire Department of Safety logo and the text 'CHRI Applicant Portal' with a UAT timestamp. A progress bar at the top indicates the current step. The form contains the following fields and options:

- Address Where You Live (Legal):**
 - Street * (text input) and City * (text input).
 - State * (dropdown menu with 'NEW HAMPSHIRE' selected) and Zip Code * (text input).
 - Mailing and Legal Address are same
- Address Where You Get Your Mail (Mailing):**
 - Verify Mailing Address (button)
 - Street * (text input) and City * (text input).
 - State * (dropdown menu with 'NEW HAMPSHIRE' selected) and Zip Code * (text input).

At the bottom right, there are 'Back' and 'Next' buttons.

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

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

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Schedule an Appointment

→ To schedule an appointment for fingerprinting, enter a date using MM/DD/YYYY format.

- To narrow down your search, you have the option of selecting a window of time.
- Please note that appointments must be booked within 90 days of today's date.

→ Once you find the appointment date and time that you want to book, click on it and then click next.

→ Please note that appointments must be booked within 90 days of today's date.

Date appointment between and

Search

[Back](#) [Next](#)

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

Please select a location to see the number of appointments available.


Location **Address:** LOAD TEST LOC - DO NOT MODIFY,
123 SOME ST, CONCORD, NH 03301

Appointment Start Time	Number of Appointments Available
05:45 AM	1
06:00 AM	1
06:15 AM	1
06:30 AM	1
06:45 AM	1
07:00 AM	1
07:15 AM	1
07:30 AM	1
08:00 AM	1
08:15 AM	1
08:30 AM	1

[Back](#) [Next](#)

a. Click “Next” to proceed

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

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

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Home | Profile | Appointment | Confirmation | Review | Payment | Success

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](#)

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

10. Enter credit card information

- Click **"Pay"** to submit payment
- Click cancel to cancel transaction

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

an official New Hampshire

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: MM / YY

CVC Number:

Order ID: A01841


Total Amount: USD \$ 48.25

Cancel Pay \$48.25

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

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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