

State of New Hampshire

DEPARTMENT OF SAFETY

Richard M. Flynn, Commissioner of Safety

Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

271-2575

Speech/Hearing Impaired TDD Access: Relay NH 1-800-735-2964

Colonel Frederick H. Booth

Dear Sir/Madam:

The Criminal Records Central Repository collects and distributes criminal history record information (CHRI). CHRI consists of descriptions and notations of arrests, detentions, indictments, information's, formal criminal charges and subsequent dispositions. CHRI is forwarded to the repository from criminal justice agencies throughout the state. In addition, the repository tracks information pertaining to sentencing, correctional supervision and release.

Several tiers of rules govern the collection and dissemination of CHRI including the Code of Federal Regulations, the New Hampshire Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). Based upon these rules, law enforcement personnel, or an individual requesting his or her own CHRI, will receive both non-conviction and conviction data. Additionally, any individual or agency may receive the **CONVICTION INFORMATION** of another, provided they produce a notarized **CRIMINAL RECORD RELEASE AUTHORIZATION FORM** signed by the individual whose record is sought.

To assist you with this transaction, I have enclosed a copy of the required **CRIMINAL RECORD RELEASE AUTHORIZATION FORM**. *FAX OR TELEPHONE REQUESTS WILL NOT BE ACCEPTED*. Requests by mail <u>MUST HAVE</u> <u>SECTION II COMPLETED</u>. You may copy the Criminal Record Release Authorization Form as your needs dictate. A fifteen dollar (\$15.00) fee is charged for <u>EACH</u> record request. Please make checks payable to **NHSP-CRIMINAL RECORDS**.

To expedite the return of your request, please include a <u>typed self-addressed</u> envelope.

Please feel free to visit our website at www.state.nh.us/safety/nhsp/, or if you have any questions, please call (603) 271-2538. Thank you for your anticipated cooperation.

Sincerely

Jeffrey R. Kellett, Administrator State Police Criminal Records Unit

Enclosure



New Hampshire Department of Safety **DIVISION OF STATE POLICE**

Central Repository for Criminal Records 33 Hazen Drive, Concord, NH 03305

CRIMINAL RECORD RELEASE AUTHORIZATION FORM

SECTION I

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME				
NAMELAST	(MAIDEN / ALIAS)	FIRST	MI	
ADDRESSSTREET				
STREET	CITY	STATE ZIP CODE		
DATE OF BIRTH	HAIR COLOR	EYE COLOR	SEX	
DRIVER LICENSE NUMBE	R	STATE		
PURPOSE FOR RECORD:	\Box Housing \Box Employment \Box An	nulment/Expungement	Other	
My below signature certifies	s that I am the individual listed abo	ve and that the informat	Specify ion provided is true.	
YOUR SIGNATURE:	ned under penalty of unsworn falsification	[ATE	
510	ned under penalty of unsworn faisification	pursuant to RSA 641:3.		
	SECTION II ED TO YOU, <u>or</u> received Of section II must e		R THAN YOURSELF,	
I hereby authorize the re	elease of my criminal record convic	ction(s), if any, to the follow	owing individual:	
NAME OF PERSON / FIRM TO	RECEIVE RECORD			
ADDRESS				
ADDRESSSTREET	CITY	STATE	ZIP CODE	
YOUR SIGNATURE			_DATE	
NOTARY'S SIGNATURE		DATE (Comm Exp.)		
	(AffixSeal)		(Comm Exp.)	
		DATE		
SIGNATURE OF PERSON / FI	RM TO RECEIVE RECORD			

NOTE: A \$15.00 fee is required for each request - make checks payable to: State of NH - Criminal Records