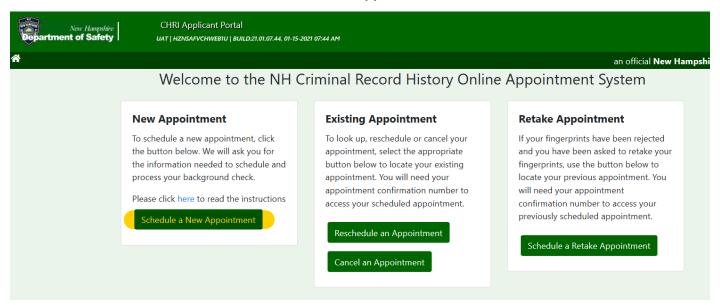
CHRI Applicant Portal – Schedule New Appointment

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

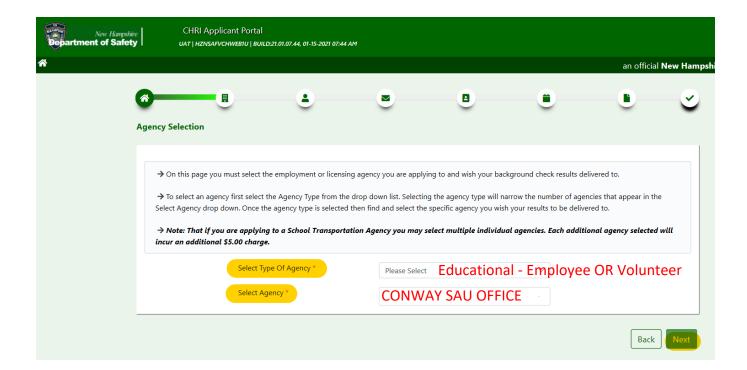
From the home screen, select "Schedule a New Appointment"



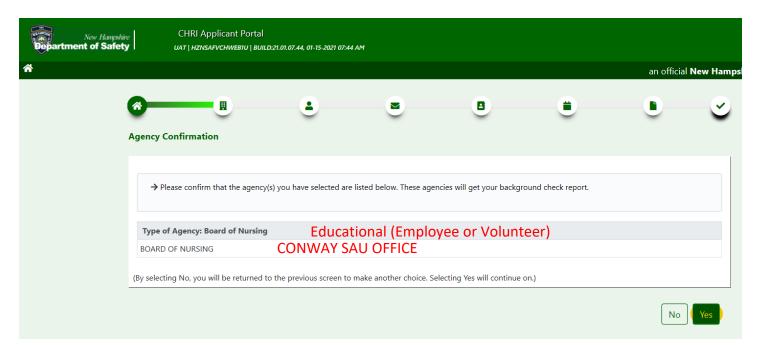
2. Review the "General Information", "User Agreement" and "Challenge Record Notice" and then select "Next".



- 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

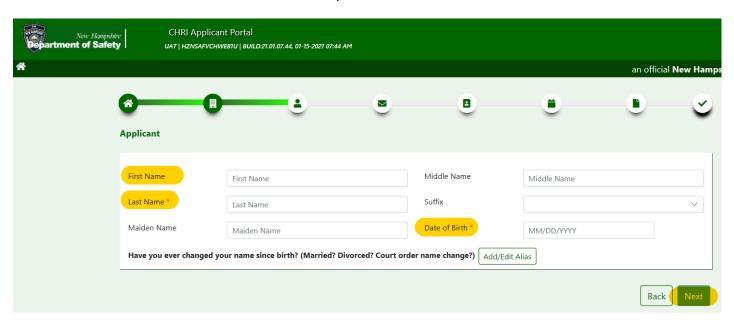


- 4. On the Agency Confirmation screen, confirm that the type of agency and agency to receive results are correct.
 - a. If they are, click "Yes"
 - b. If changes are needed, click "No"

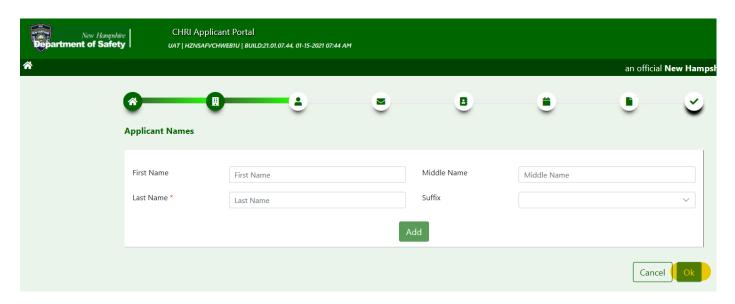


5. Enter the applicant information

a. Last name and date of birth are required fields



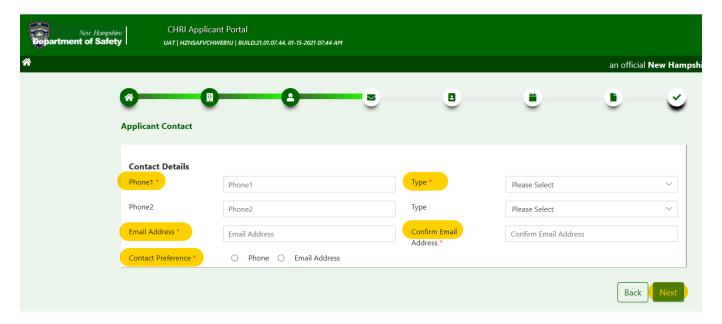
- b. <u>If applicant has any previous last names</u>, click the "**Add/Edit Alias**" and update with all alias'
 - i. Last name is a required field for alias'
 - ii. Click "Add" after entering alias details
- c. Click "OK" when done



d. Click "Next" to proceed

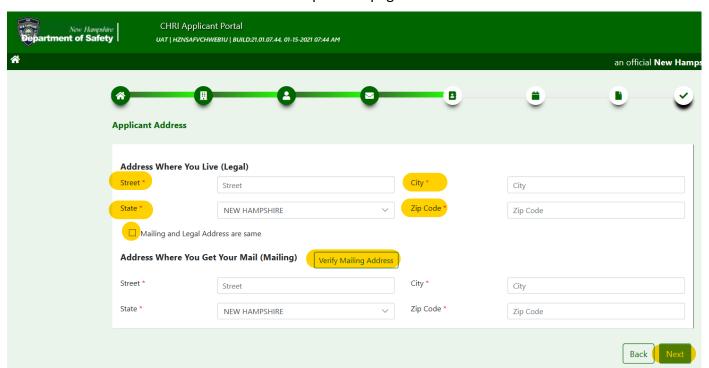
6. Enter applicant contact information

- 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.



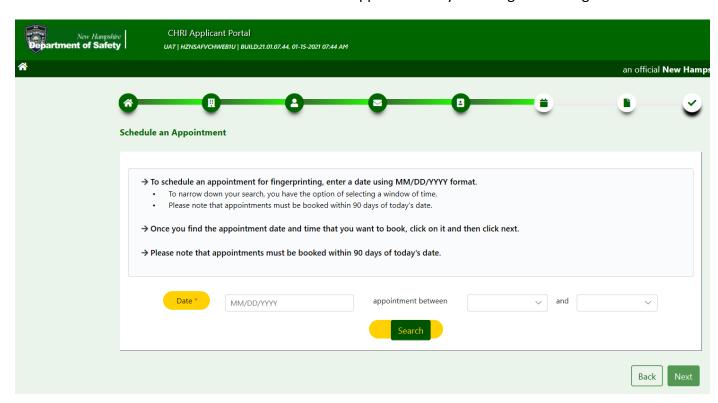
7. Enter applicant legal address

- 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



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



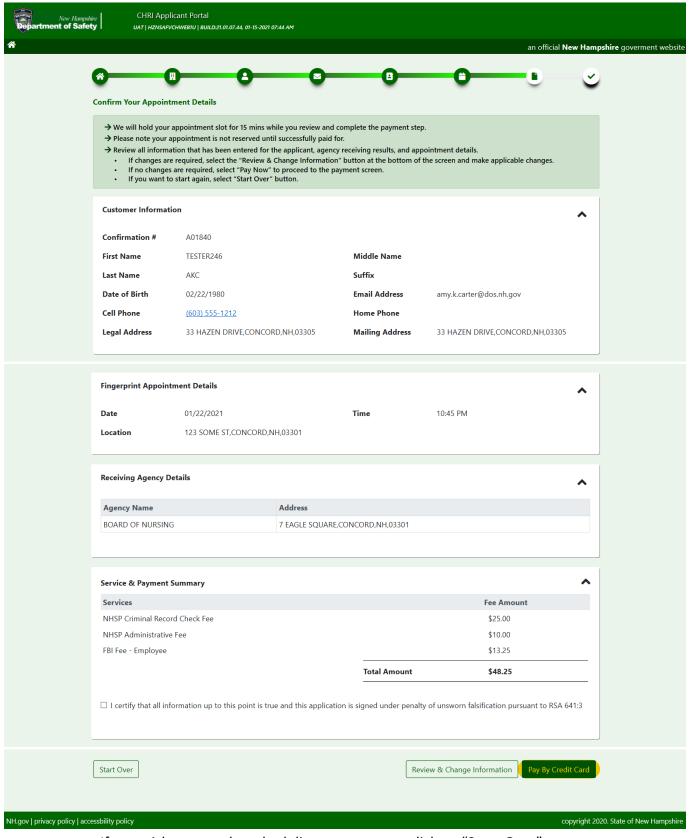
b. Select the location where you choose to be printed from the "Location" drop down box

i. Then click on the appointment time that you would like to schedule



a. Click "Next" to proceed

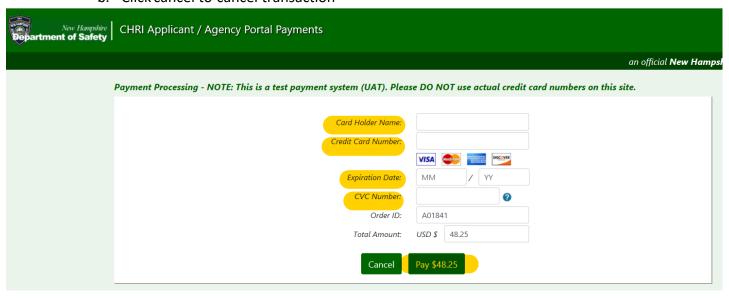
9. On the confirmation screen, review all applicant information and appointment details.



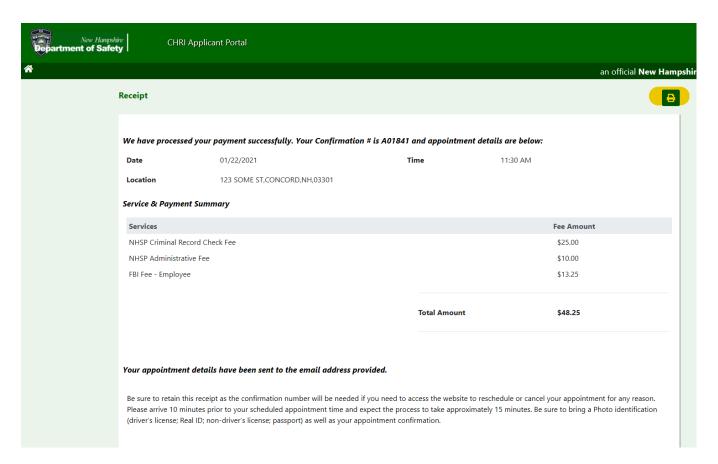
- a. If you wish to start the scheduling process over, click on "Start Over"
- b. If corrections are needed, click on "Review & Change Information"
- c. If all information is correct,
 - i. Click on the check box certifying that the information entered is true and accurate
 - ii. Then click on "Pay By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

10. Enter credit card information

- a. Click "Pay" to submit payment
- b. Click cancel to cancel transaction



- 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 " [5] "
 - b. Click done when you are done reviewing the appointment information



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.



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