

Keene State College
Teacher Education Program
Criminal Records Check Process for Student Teachers in SAU#29*

*Keene, Chesterfield, Westmoreland, Marlborough, Harrisville, Nelson, and Marlow

In order to adhere to a one step process for Keene State College students who are placed for student teaching in SAU#29, we are requiring that these students complete the employment level SAU#29 fingerprinting process. This process will allow students to apply to substitute teach for their cooperating teacher without having to go through the fingerprinting process again. (Please refer to the “Substitute Teaching Policy” by going to the website, <http://www.keene.edu/teachered/>, and clicking on “Forms for Undergrads” on the left sidebar.)

The criminal records check process for SAU#29 student teachers will be coordinated by the Teacher Education Office at KSC and the SAU#29 Human Resources Department. Prospective student teachers that are placed in SAU#29 for student teaching receive a “Criminal Record Release Authorization Form” with their placement information. These students must complete the top section of the “Criminal Record Release Authorization Form”, but should not sign it. Next, students must go to the Keene Police Department and complete the fingerprinting process via a “livescan”/computerized system. The police perform the “livescan” fingerprinting, and then give students the Record Release Authorization Form to carry to the SAU#29 Human Resources Department at 34 West Street, where the form will be notarized. Each student must bring a photo ID card and the appropriate fee from the list below.

SAU 29 Fingerprinting Process Checklist

If you are a resident of the city of Keene:

- Fill out the required information on the “Criminal Records Release Authorization” form, but **do not sign the form**
- Take the form and a photo ID to the Keene Police Department at 400 Marlboro Street for a “livescan”/computerized fingerprinting process (available 8:30 a.m. - 1:30 p.m. Monday through Thursday) with two payments (**checks or money orders only**):
 - **\$10.00** made payable to the City of Keene
 - **\$19.25** made payable to the State of NH – Criminal Records
- Carry the Record Release Authorization Form from the police to SAU#29 Human Resources Department at 34 West Street for notarization with a photo ID and a payment (**check or money order only**):
 - **\$25.00** made payable to the State of NH – Criminal Records
- Sign the form in the presence of the notary at the Human Resources Department

The SAU#29 Human Resources Department will submit your form to the NH State Police.

If you are a resident of a town other than Keene:

- Fill out the required information on the “Criminal Records Release Authorization” form, but **do not sign the form**
- Take the form and a photo ID to the Keene Police Department at 400 Marlboro Street for a “livescan”/computerized fingerprinting process (available 8:30 a.m. - 1:30 p.m. Monday through Thursday) with two payments (**checks or money orders only**):
 - **\$25.00** made payable to the City of Keene
 - **\$19.25** made payable to the State of NH – Criminal Records
- Carry the Record Release Authorization Form from the police to SAU#29 Human Resources Department at 34 West Street for notarization with a photo ID and a payment (**check or money order only**):
 - **\$25.00** made payable to the State of NH – Criminal Records
- Sign the form in the presence of the notary at the Human Resources Department

The SAU#29 Human Resources Department will submit your form to the NH State Police.