



Department of Revenue Administration

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109 Pleasant Street
Concord, N.H. 03301

www.revenue.nh.gov

The mission of the Department of Revenue Administration is to fairly and efficiently administer the tax laws of the State of New Hampshire, collecting the proper amount of taxes due incurring the least cost to the taxpayer in a manner that merits the highest degree of public confidence in our integrity. Further, we will provide prompt and constructive assistance to the municipal units of government in matters of budget, finance, and the appraisal of real estate.

Criminal and FBI Records Check

As part of the Department of Revenue Administration hiring process, criminal background and FBI background checks are required for prospective employees who will have access to, or use, federal tax information. Additionally, a check of the local law enforcement agencies where you have lived, worked, and/or attended school within the last 5 years is required. Criminal record and FBI record checks are conducted by the State of New Hampshire Department of Safety.

Locations:

Department of Safety Building, 33 Hazen Drive, Concord, NH 03301
(603) 223-3867. First Floor, Room 106A
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Manchester DMV Substation, 377 South Willow Street, Manchester, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Dover Point DMV Substation 50 Boston Harbor Road
(off Route 4), Dover, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

State Police Barracks Troop C, 15 Ash Brook Court, Keene, NH
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.

State Police Barracks Troop E, 1864 Route 16, Tamworth, NH
Hours of Operation: Monday – Friday 9:15 a.m. to 2:30 p.m.

State Police Barracks Troop F, 549 Route 302, Twin Mountain, NH
Hours of Operation: Monday – Friday 8:30 a.m. to 3:30 p.m.

Salem Substation, 154 Main Street, Salem, NH
Hours of Operation: Monday – Friday

*These instructions and forms can be located on the Career Opportunities page of the Department of Revenue website.

INSTRUCTIONS

- ❖ Schedule your appointment at one of the locations listed on the left. Indicate that you are scheduling a fingerprint scan for purposes of a criminal records check for employment at the New Hampshire Department of Revenue Administration.
- ❖ Complete and sign the IRS Publication 1075 RSA 21-G:9 Criminal Records Check Form and the DRA Local Police Records Check Form.
- ❖ Bring the IRS Publication 1075 RSA 21-G:9 Criminal Records Check Form and photo identification (driver's license, passport) to the selected location at the time scheduled. If you have selected the Concord location, you will enter the Department of Safety Building and the fingerprint scanning office will be to your immediate right.

You will not be asked to remit payment at the time of the scan. The fingerprint scanning operator may ask to view your completed form, but should return them to you, along with the Applicant/Licensing Live Fingerprinting Form. After having your fingerprints scanned, place the documents in an envelope and bring the following documents to DRA for further processing.

- ❖ IRS Publication 1075 RSA 21-G:9 Criminal Records Check Form
- ❖ Applicant/Licensing Live Fingerprinting Form
- ❖ DRA Local Police Records Check Form

Applicant Notification and Record Challenge

Please note that your fingerprints will be used to check the criminal history records of the FBI. You can request a copy of your criminal history records directly from the FBI by going to www.fbi.gov or calling (304) 625-5590. You have the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. To change, correct, or update any information contained in the FBI identification record, you should direct your challenge to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road Clarksburg, WV 26306. Please see Title 28, C.F.R. § 16.34 for additional information.

If you have any questions about the procedure or requirements, please call the Department of Revenue Administration, Human Resources office at (603) 230-5015.