



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF LEGAL AND REGULATORY SERVICES
CHILD CARE LICENSING UNIT

Jeffrey A. Meyers
Commissioner

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Chief Legal Officer

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9025 1-800-852-3345 Ext. 9025
Fax: 603-271-4782 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

Date Returned: _____ **DUE DATE:** _____
Program Name: _____ License #: _____
Name of person submission is for: _____ DOB: _____

The enclosed documentation is being returned to your program for one or more of the following reasons. Return this letter, all enclosed documentation, unless otherwise noted, AS WELL AS the additional requested documentation by . Should you have any questions please contact the Child Care Licensing Unit at 271-9025.

All forms can be found at: <https://www.dhhs.nh.gov/oos/ccclu/fingerprinting.htm>

FEE ISSUE: The amount submitted is **incorrect**. Please resubmit the packet, along with a check or money order for the correct processing fee amount.

<input type="checkbox"/> Fingerprint based background check Licensed Child Care \$20.75 (State & FBI)	<input type="checkbox"/> Employment Eligibility Card application \$50.00
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CHECK:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Was not enclosed | <input type="checkbox"/> Was not signed | <input type="checkbox"/> Was not dated | <input type="checkbox"/> Legal Line is incomplete |
| <input type="checkbox"/> Must be made payable to "NHSP - Criminal Records Unit" | <input type="checkbox"/> Is no longer valid due to length of time since date of issuance | | |
| <input type="checkbox"/> Must be made payable to "Child Care Licensing Unit" | | | |

CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION FORM (CCLU 1-A):

- ☐ is incomplete. Fill in the missing information and resubmit package (see highlighted areas on form);
- ☐ is not the correct/current form. Go to the website noted above, complete and print the new form, and resubmit package;
- ☐ is required. Go to the website noted above, complete and print the new form, and resubmit package.

HOUSEHOLD AND PERSONNEL FORM (CCLU 1-B):

- ☐ is incomplete. Fill in the missing information and resubmit package (see highlighted areas on form);
- ☐ is not the correct/current form. Go to the website noted above, complete and print the new form, and resubmit package;
- ☐ is required. Go to the website noted above, complete the form according to the instructions on page 2, print the form and resubmit package;
- ☐ does not include the out-of-state child abuse and neglect registry check release form(s) for the state(s) noted in Section 4. Obtain the appropriate forms from <https://www.dhhs.nh.gov/oos/ccclu/out-of-state-checks.htm> AND complete them according to each individual state's instructions. Once completed print the form(s) and resubmit package, including any required fees for the individual state.

EMPLOYMENT ELIGIBILITY CARD APPLICATION (CCLU 1-C)

- ☐ is incomplete. Fill in the missing information and resubmit package (see highlighted areas on form);
- ☐ is missing page 2. Go to the website noted above, complete and print page 2 of the form, and resubmit package;
- ☐ is not current. Go to the website noted above, complete and print the new form, and resubmit package;
- ☐ is required. Go to the website noted above, complete the form according to the instructions on page 2, print the form (pages 1 and 2 are required) and resubmit package.

MISSING INFORMATION/OTHER:

- ☐ Applicants First and/or Last Name is illegible and must be printed clearly;
- ☐ Applicant/Licensing LiveScan Fingerprinting form is required;
- ☐ **DOCUMENTS must be original. PHOTOCOPIES, FAXES & ALTERED copies are *not* accepted.**

Please include this letter when returning your submissions.

Return all forms to: Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301