



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

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Commissioner

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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](http://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 [REDACTED]. 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/cclu/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.

**Fingerprint based background check**  **Employment Eligibility Card application**  
Licensed Child Care \$20.75 (State & FBI) \$50.00

**CHECK:**

Was **not** enclosed  Was **not** signed  Was **not** dated  Legal Line is incomplete  
 Must be made payable to "NHSP - Criminal Records Unit"  Is no longer valid due to length of time since date of issuance  
 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/cclu/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***