

# COMPLETE YOUR NH BRC

## 1 MAKE AN APPOINTMENT FOR FINGERPRINTING.

Make your fingerprinting appointment before applying for BRC and include the details in your application.

Make an appointment through the State Police Portal



## 2 PREVIOUS OUT OF STATE RESIDENCE

If you have lived outside of NH at any time in the last 5 years (including college) follow the instructions on this page for required out-of-state checks



## 3 CREATE AN ACCOUNT IN NHCIS

Refer to the NHCIS Guide for steps for creating your account and connecting to your program.



## 4 COMPLETE BRC APPLICATION IN NHCIS

Following the process in the NHCIS Guide, complete and submit your BRC application



## 5 COMPLETE ANY OUT OF STATE REQUIREMENTS

If you have lived in any state, other than NH, during the last 4 years please follow the required steps for all out of state BRC.



## 6 CHECK YOUR NHCIS PORTAL AND E-MAIL FOR UPDATES

Your NHCIS portal will show the process of your BRC application. If more information is required you will be contacted. Failure to respond will result in a status of ineligible.



NEED MORE HELP: NHCIS GUIDE