

Criminal Record Check Forms and Instructions

You must complete a fingerprint supported criminal record check before you can be licensed as a Vermont Educator.

You must complete either Process # 1 or # 2

Process # 1 (If you have not had a Vermont Educational Criminal Record Check)

- Complete the: **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
- Complete the: **FINGERPRINT AUTHORIZATION CERTIFICATE FORM** We will validate the “Fingerprint Authorization Certificate” and return it to you. You must bring the certificate with you when you have your fingerprints taken.
- Send: **Check or money order** for \$19.25 payable to the VT Department of Public Safety
- You must submit the forms and payment with your application.**

Process # 2 (If you have had a Vermont Educational Criminal Record Check)

- Complete the: **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** If you have been fingerprinted in Vermont for employment in a school in the past. This form must be sent to the Vermont supervisory union where your criminal record check was completed. Please read the instructions on the **Authorization** form carefully to see if you qualify. You **MUST** enclose a copy of this completed form with your application packet.

This Packet includes:

1. **Request for Criminal Record Check.** *This form needs to be notarized.*
2. **Vermont Criminal Information Center Fingerprint Authorization Certificate.**
3. **Authorization To Release Criminal Record Check Information Form.**



DEPARTMENT OF EDUCATION

Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

DIRECTIONS FOR COMPLETING REQUEST FOR CRIMINAL RECORD CHECK

The Vermont Legislature requires that the Commissioner of Education obtain criminal record checks through the FBI and other states where you may have resided or been employed previously, when you apply for licensure/relicensure as a professional educator in Vermont. Pursuant to VSA, Title 16, Chapter 5, Subchapter 4, you will be asked to take the following steps with regard to criminal record background checks at the time you apply for licensure/relicensure.

1. Complete the “Request for Criminal Record Check” form on the back of this sheet. Be sure to answer all questions completely. You must have the form **notarized**.
2. Complete the “Applicant” section of the “Fingerprint Authorization Certificate” and send it with a check for \$19.25 payable to the **Vermont Department of Public Safety**.
3. We will send the validated “Fingerprint Authorization Certificate” back to you. You must bring this validated form to your fingerprint appointment.
4. Call your local police department or State Police barracks and find out the procedure for fingerprinting. (Some departments charge a nominal fee; some require an appointment.) **The fingerprinting agency MUST use the Vermont Livescan process or an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected.**
5. After you have your fingerprints taken, the agency that took them will send them along with the “Fingerprint Authorization Certificate” to: VCIC- Criminal Record Checks, 103 South Main St., Waterbury, VT 05671-2101.

Maintenance and Destruction Policy

1. The Vermont Department of Education will provide applicants with an “Authorization to Release Criminal Record Check Information to the Vermont Department of Education” form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:

State of Vermont Department of Public Safety Vermont Criminal Information Center
103 South Main Street, Waterbury, VT 05671-2101 Phone: (802) 244-8727
3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant’s permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period, logs and requests for records will be destroyed.
6. The Department of Education’s criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.

APPLICANT INSTRUCTIONS:

1. Complete applicant section of this form.
2. Enclose a check for \$19.25 payable to “VT Department of Public Safety”.
3. Send this form and payment along with your “Request For Criminal Record Check” form and your license application to:

Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

4. The Department of Education will complete our portion of the form and return the form to you.
5. You must then bring this form with you when you have your fingerprints taken.
6. The criminal justice agency that takes your prints will send this form along with your prints to: VCIC – Criminal Record Checks

The fingerprint card MUST be an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected by the FBI.

VERMONT CRIMINAL JUSTICE AGENCY USE ONLY:

Livescan prints sent to VCIC under the CIVIL APPLICANT workflow.

TVT: _____ Date Printed: _____

Please mail these forms once a week to VCIC – 103 S. Main Street, Waterbury VT 05671

Inked prints enclosed in this packet.

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD. Please mail the cards along with these forms to VCIC – 103 S. Main Street, Waterbury VT 05671

CRIMINAL JUSTICE AGENCIES OUTSIDE OF VERMONT:

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD.

**Please mail the fingerprint card and this form to:
VCIC – Criminal Record Checks
103 South Main St.
Waterbury VT 05671**

**Authorization to Release
Criminal Record Check Information
to the Vermont Department of Education**

The AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION form may be used in place of the Request for Criminal Record Check form and fingerprinting in the educator licensing process **if you meet the conditions below.**

Criminal Record Check information cannot be forwarded to the Department of Education without this form.

VERMONT TEACHERS, STUDENT TEACHERS and others who have undergone a Vermont fingerprinted supported criminal record check completed after July 1, 1998 by a Vermont school district

To qualify to use this form you must meet both of the following conditions.

- You completed a "Request for Criminal Record Check" form and fingerprinting with a supervisory union, **and**
- There has not been a period of one year or more since the record check during which you have not worked for a Vermont school district or independent school.

You must complete all 4 steps:

1. Complete this form.
2. Make a copy of your completed form.
3. Send the original completed form to the supervisory union that originally processed the criminal record check.
4. Enclose the copy of the completed form in your Application Packet.

ALL OTHERS

- If you never submitted a "Request for Criminal Record Check" form for employment in a Vermont school district, **or**
- Do not qualified under the continuous employment exemption (above conditions) **or**
- You have never had your fingerprints taken for a Vermont school district or independent school

YOU MAY NOT USE THE ATTACHED FORM

You must submit a Request for Criminal Record Check Form; a Fingerprint Authorization Certificate Form and a Consent for Release of Registry Information Form with your license application.



Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

**AUTHORIZATION TO RELEASE
CRIMINAL RECORD CHECK INFORMATION
TO THE VERMONT DEPARTMENT OF EDUCATION**

I, _____, Social Security # _____
(print name)

hereby authorize the Superintendent of the _____
Supervisory Union/District to release the results of the criminal background check that was
conducted for employment purposes to the Vermont Department of Education – Office of Educator
Licensing and Professional Standards for the purpose of processing my application for initial
educator licensure. I have read and understand the “Maintenance and Destruction Policy” below.

I understand that I am not required to release this information, but voluntarily agree to do so.

(Signature)

(Date)

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