



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

VERMONT CRIMINAL INFORMATION CENTER
FINGERPRINT AUTHORIZATION CERTIFICATE

APPLICANT:

*** You must bring this certificate with you to your fingerprinting appointment after it has been validated by the Vermont Department of Education. Identification Center staff WILL NOT submit your fingerprints to VCIC for processing without this form. ***

REASON FINGERPRINTED:

[] Education

NAME: Last First Middle

MADIEN OR ALIAS NAMES:

DOB: SSN:

POB: Town State Country

TELEPHONE NUMBER:

In addition to Vermont I have resided or been employed in the following states:

Applicant Signature:

+++++

VT Department of Education Use Only

REQUESTING AGENCY:

Agency Code:

Vermont Department of Education

[] I certify that the above applicant has paid his or her criminal record check fee.

Agency Staff Signature:

Date:



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:

Live scan 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