

## **Authorization to Release Criminal Record Check Information to the Vermont Agency 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 Agency of Education without this form.

### **VERMONT TEACHERS, STUDENT TEACHERS and others who have been fingerprinted for a Vermont school district**

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

- You completed a fingerprint supported criminal record check with a supervisory union, **and**
- There has not been a period of one school-year or more since the record check during which you have not worked for a Vermont PreK-12 Public, Approved or Independent School\*

**YOU MAY USE THE ATTACHED FORM.**

### **You must:**

1. Complete this form.
2. Send the original completed form to the supervisory union that originally processed your criminal record check.

### **ALL OTHERS**

- If you never completed a fingerprint supported criminal record check with a supervisory union, **or**
- Do not qualify under the continuous employment exemption (above conditions)\*

**YOU MAY NOT USE THE ATTACHED FORM**

**You must complete a completely new fingerprint supported criminal record check within your License Renewal Application.**



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## **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION TO THE VERMONT AGENCY 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 Agency of Education – Office of Educator Licensing and Professional Standards for the purpose of processing my application. 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)

### **Maintenance and Destruction Policy**

1. The Vermont Agency of Education will provide applicants with an “Authorization to Release Criminal Record Check Information to the Vermont Agency 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  
45 State Drive  
Waterbury, VT 05671-1300  
Phone: (802) 244-8727
3. The Agency 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 Agency who have a documented need to know the contents of the record.
4. The Agency 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 Agency 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.