

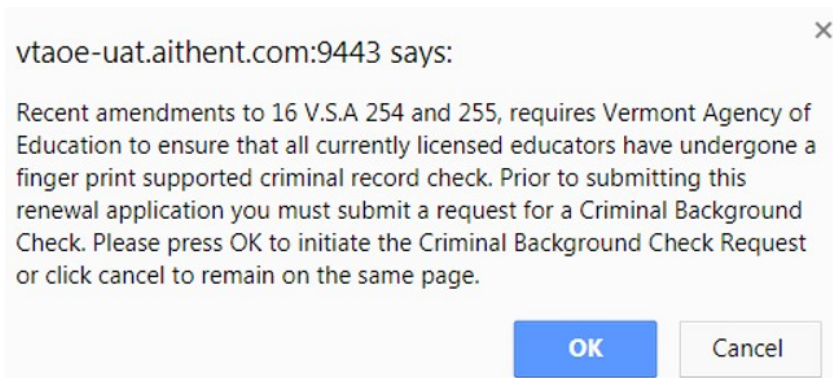


INSTRUCTIONS FOR THE VERMONT CRIMINAL RECORD CHECK PROCESS FOR EDUCATORS

[Vermont Statute](#) requires all educators that have not completed a fingerprint supported, Criminal Record Check (CRC) after July 1, 1998; to complete a new fingerprint supported Criminal Record Check.

Satisfactory results on a nationwide fingerprint supported record check are a requirement for licensure. The VT Agency of Education (AOE) cannot accept fingerprint supported record check reports conducted for other states. The AOE cannot use fingerprint supported record check reports done for employment, student teaching, or volunteering at Vermont schools.

Applicants must complete the fingerprint supported record check process for the *VT Agency of Education*. This process can take 6-12 weeks. Within your license application – you will answer questions related to the Criminal Record Check:



1. When you submit your CRC application – you are charged a \$13.25 fee. The \$13.25 is a charge from the Vermont Department of Public Safety and is not refundable.
2. Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC). (You may access this form immediately when submitting your CRC application).
3. DO NOT have your fingerprints taken for the Criminal Record Check until your Renewal, Reinstatement or Initial application has been submitted to the Agency of Education. (This is NOT the same as submission to your L/RSB.)
4. Sign the FAC form and bring it to your fingerprinting appointment at an identification center or police station. This form has the AOE Agency of Education Code 00417. Without this form, your report will not be sent to the Agency.
5. Upload receipt of fingerprinting within fifteen (15) calendar days from the date the Renewal, Reinstatement or Initial application was submitted to the AOE.
6. The VCIC sends CRC results to the AOE about 6-12 weeks after fingerprints are taken.
7. Once the Agency receives the Criminal Record Check report from VCIC your application can be finalized pending any other outstanding requirements.





**AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION**

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OUT-OF-STATE APPLICANTS:

Fingerprints must be taken on an approved FBI Applicant Fingerprint Card (FD-258). The applicant should be prepared to provide the out-of-state agency with a self-addressed 9x11 envelope including necessary postage. The envelope should be addressed to VCIC and allow the agency to mail the fingerprint card and FAC directly to VCIC without folding. The fingerprint card and FAC should be mailed directly to the following address: Department of Public Safety, Vermont Crime Information Center, 45 State Drive, Waterbury, VT 05671-1300.

- Please ensure that all required documents are filled out completely:
 - The Fingerprint Authorization Certificate, including all signatures
 - The fingerprint card, including all demographic information (height, weight, etc.)
 - Note the ORI field is not required

- Fingerprint cards completed by agencies outside of Vermont should be submitted in an envelope sealed directly by the agency taking the fingerprints
 - The envelope should be at least 9x11 to accommodate the fingerprint card without folding
 - The agency may require you provide a pre-addressed, stamped envelope to facilitate this process

- Applicant fingerprints should be printed on a standard FD-258 Applicant Fingerprint Card.
 - Generally, this will be provided by the agency taking your prints
 - If needed a template may be downloaded directly from the [Federal Bureau of Investigation](#)

- Should you have any questions regarding this process, please contact the agency that is requiring you to have your fingerprints taken
 - VCIC cannot provide guidance on necessary forms or processes that otherwise may be required by the agency requesting fingerprints

