1. Go to the school district/supervisory union office you will be student teaching in to complete the VT Criminal Information Center Fingerprint Authorization Certificate and Request for Criminal Record Check. When completing the Fingerprint Authorization Certificate, check the Education box under the REASON FINGERPRINTED section. You will be required to pay the school district $16.50 to cover the cost of the Criminal Record Check processing (personal check or cash only – no credit or debit cards accepted).

2. Make an appointment to have your fingerprints taken. There is a $25.00 charge which is paid directly to the Identification Center (CASH ONLY—no personal checks, credit or debit cards accepted. You will receive a receipt from the Identification Center and must submit a copy of the receipt to the Saint Michael’s College Education Department.

The Chittenden County Identification Centers are:

**Chittenden County Sheriff’s Office:** Appointment required. Call 863-4341.

**Burlington Police Department:** Appointment required. Call the Chittenden County Sheriff’s Office at 863-4341 to make an appointment -- CCS technicians perform the fingerprinting process for the Burlington PD. The Chittenden County Sheriff’s Office is the closest identification center to SMC and located at 70 Ethan Allen Drive, So. Burlington, VT. At the intersection of Lime Kiln Road and Airport Parkway, turn on to Ethan Allen Drive and the Chittenden County Sheriff’s Office is the second building on the left.

3. **Bring the completed certificate and two forms of identification with you in order to be fingerprinted.** The primary form of ID must be one of the following: valid, State approved photo ID, valid photo driver’s license (any state), valid photo non-driver’s license (any state), or valid photo government ID. The second form of ID can be any of the following: social security card, valid passport, valid birth certificate, valid student ID with signature, or valid credit card with signature.

The Identification Center will submit your fingerprints electronically to the Vermont Criminal Information Center (VCIC) for processing. VCIC will send the school district/supervisory union the results of the criminal background check.

See page 2 of this handout if you have completed fingerprinting and a criminal records check previously for a Vermont school district.
If you completed fingerprinting and a criminal records check previously for a Vermont school district or supervisory union, you do not have to complete the process again if:

*there has not been a period of one year or more since the record check during which you have not worked or student taught for a Vermont school district or supervisory union.* Verification of employment/student teaching is required.

1. You must obtain an Authorization to Release Criminal Record Check form from the district you will be student teaching in.

2. Complete the form and mail or drop the form off to the school district/supervisory union that originally processed the prints and criminal record check, and request that a letter of employment/student teaching verification be attached to your records.

Contact the school district or supervisory union you will be student teaching in if there is any question as to whether you must complete the background check and fingerprinting again.