

Burlington School District Fingerprinting Procedure

150 Colchester Ave, Burlington, Vermont, 864-2159

Where: **Burlington Police Department** or **Chittenden County Sheriff's Office**
1 North Avenue 70 Ethan Allen Drive
Burlington, VT S. Burlington, VT
(Call Sheriff's Office to schedule appt.) 863-4341

Hours: At Burlington P.D.: **By appointment only** on Thursdays, 10am – 3:00pm
Sheriff's Office: **By appointment only**, Tues & Wed, 10am—3pm

Take with you the "VERMONT CRIMINAL INFORMATION CENTER FINGERPRINT AUTHORIZATION CERTIFICATE" which you will have filled out at the School District Administration Office. You MUST have this form with you in order to have your fingerprints taken. This form will be kept by the Police or Sheriff's office.

You will also need to provide the following:

Signature

Residence (full legal address, including Town, State & Zip Code)

Reason Fingerprinted: Employment, Student Teaching, Volunteering

Full last, first and middle names

Aliases (this would include maiden or previously used married names)

Citizenship Social Security Number

Sex Race (W for White, B for Black, A for Asian etc.)

Height Weight

Eye color (grn = green, blu = blue, haz = hazel, bro = brown)

Hair color (bln = blonde, bro = brown, red = red, gry = grey, whi = white, blk = black, bld = bald)

Place of Birth

Processing Fees: 1. **\$19.25 payable to the Burlington School District.**

Payments can be made by check or money order, or with cash. No credit cards.

Payment must be made BEFORE you have your fingerprints taken.

Make checks payable to the Burlington School District.

2. **\$15.00 at the Burlington Police Department or Sheriff's Office**

Payments must be made with local check (with name & address imprinted) or cash only. No out of state checks or credit cards are accepted.

3. If you are a current UVM student, you may have your fingerprints done at the UVM security office on East Ave. at no cost to you. They ask you to provide a 9 x 12 manilla envelope with \$.83 in postage in lieu of the \$15 fee.

When you get your fingerprints taken, you must bring 2 forms of identification with you.

The primary form must be one of the following current, valid, State approved photo ID's:

Military ID, Photo Driver's License (any state)

Photo Non-driver's ID (any state)

The second form of ID can be any of the following:

Passport Social Security Card

Birth or Marriage Certificate Professional Licenses

Insurance Cards Non-photo Driver's License

School or Employee ID