



START HERE

- Applicant Schedules Appointment with WWSU Admin Assistant 496-2272, ext 111
1. VCIC (Vermont Criminal Information Center) Fingerprint Authorization or Authorization to Release Information
  2. Release for subscription services
  3. Request for Criminal Record Check or Authorization to Release Information of Criminal Record Check
  4. Agency of Human Services Consent for Release of Registry Information

Applicant takes VCIC form(s) to ID centers (list available from Admin Assistant at WWSU)

ID center sends prints to Vermont Department of Public Safety for VT record check as well as the FBI

~~Records must be reviewed by the superintendent office~~

IF RECORD FOUND

Results returned to WWSU office within 3-8 weeks

No Criminal Record - Applicant Begins Employment



Safe Environment for Children