



INSTRUCTIONS FOR FINGERPRINTING

*You **MUST** go to the MRUSD Central Office BEFORE going to the Police Department*

The Maple Run Unified School District (MRUSD) conducts criminal records checks (fingerprinting) on all new employees according to 16 V.S.A. § 255. **Employment with MRUSD is contingent upon the results of this criminal records check.** Please read the following information regarding the process:

Step one:

Candidates for hire and volunteers working on any MRUSD campus must come to the Maple Run Unified School District's Central Office and fill out a Vermont Criminal Information Center Fingerprint Authorization Certificate. The fee of \$14.00, if being employed, or \$12.00 for volunteers is required at the time of application and can only be paid by credit/debit card or check made payable to: Maple Run Unified School District. Two forms of personal identification (i.e. VT Driver's License; original social security card; passport; birth certificate or military I.D.) must be presented.

Step two:

The Vermont Criminal Information Center Fingerprint Authorization Certificate, **signed by school official and completed**, must be brought with you to the fingerprint center for your fingerprints to be processed. The fee at the fingerprint center will be \$25.00, form of payment required may vary depending on location. Applicants must bring at least two forms of identification with them, one of which must be a photo ID. For a list of fingerprint centers in your area please request it, an appointment is required.

Step three:

Immediately following the fingerprinting, you will need to bring a copy of your receipt or FAC showing that you have had your fingerprints taken. **Candidates or volunteers must provide a copy of the receipt or proof to the MRUSD prior to beginning work/assignment. Failure to do so will result in termination of assignment until they are secured.**

Step four:

The Vermont Department of Public Safety will process your criminal record check. Although you may commence employment with the MRUSD upon completion of Steps 1-3, **your employment is contingent upon criminal record check results and review by the Superintendent.**

I understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the Vermont Criminal Information Center, 103 South Main Street, Waterbury, VT 05671-2101. The results of the C.R.C. will be kept on file at the Superintendent's Office for a period of three years. The results will be destroyed, as per our user agreement with VCIC, after that period of time unless you request in writing that MRUSD retain your record as per 16 V.S.A. § 256(b).

I have read and understand the information provided above.

Signature

Date

