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Fingerprint/Criminal Record Check Process

For: Employees, coaches, volunteers, chaperones, mentors and others who will have unsupervised contact with students; and who are directed by an Administrator to complete a background check.

Process: In the event an Administrator, HR or the Superintendent requests a background check, please follow the steps below at your earliest convenience.

1. Contact the BUUSD Central Office and make an appointment with Linda Papineau. Linda can be reached at 802-476-5011 ext. 1000; or via email at lpapibsu@buusd.org
2. When you arrive at the BSU Central Office, you will be asked to do the following:
 - a. Submit a processing payment of \$13.25 (employees) or \$11.25 (volunteers). This fee is paid to the Vermont Criminal Information Center.
 - b. Complete the record check authorization forms.
 - c. Provide documents that verify your name and date of birth. These documents can include a valid passport or VT driver's license. Employees must also bring a valid Social Security card.
 - d. You will be given a "BSU Authorization Card" which you must bring with you to your fingerprinting session.
3. Make a fingerprinting appointment with a local Vermont Sheriff's office. We recommend the Washington County Sheriff's office in Montpelier (802-223-3001) or the Orange County Sheriff's office in Chelsea (802- 685-4875).
4. Please bring 2 forms of ID with you to your fingerprinting appointment, and be prepared to pay a \$25 fee (payable to the Sheriff's office).
5. The Sheriff's office will provide you with a Background Check Receipt. Please return this receipt to the BUUSD central office as soon as possible, verifying that you have been fingerprinted. ***Note: All background check information is confidential and will not be shared with any person or entity without your permission.***

For more information on background checks, please consult our Volunteer Procedure Handbook, which can be found on our website at www.buusd.org/resources/publications **Note: if you already have a current background check (that includes a fingerprint check), please let us know. You will then be given a "Secondary Dissemination" form, which will allow you to transfer your current background check to the BSU. Background Checks cannot be transferred from other schools without this form.**

Financial assistance may be available if the fees for the background/fingerprint check process create a financial hardship. Please contact your building principal for more information.

Procedures are in accordance with the BSU Volunteers and Work Study Students Policy and 16 V.S.A. 260