



49 Charles Avenue Middlebury, VT 05753 P. 802-382-1274 F. 802-388-0024 Business Office 802-382-1274 Student Services 802-382-1287

**RELEASE FOR SUBSCRIPTION SERVICE**

Pursuant to Title 16, Chapter 5, Section 255 recognized Supervisory Union or Recognized School Officials are entitled to receive criminal conviction record information on an applicant applying for employment for an educational facility. Title 20, Chapter 117, Section 2064 now allows an educational facility to receive conviction information on any criminal record with applicant permission during the course of employment. **(Not to be used for NCPA-Employment or NCPA-Volunteers)**

**PLEASE PRINT CLEARLY & LEGIBLY**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_ I give permission for the educational facility above to receive updates to my criminal conviction record via VCIC's subscription service.

\_\_\_\_\_ I **do not** give permission for the educational facility above to receive updates on my criminal conviction record.

I understand that this criminal record information will be used for reviewing my suitability for employment/continued employment. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 45 State Drive, Waterbury, Vermont 05671-2101.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

This form is to be kept on file in your office for audit purposes. **DO NOT RETURN THIS FORM TO VCIC**