

Criminal Records Check (CRC) Process

Addison Central School District (ACSD) will conduct a criminal records check (fingerprinting) on all approved employees, substitutes, coaches, advisors, bus drivers, food service providers, student teachers and/or volunteers, and any other persons who may have unsupervised contact with children. This is in accordance with 16 V.S.A. 255. **Positions within ACSD will be contingent upon acceptable results of the CRC. If there is a finding you may be notified from Human Resources that you will be required to meet with the Superintendent.**

Although you may commence employment with ACSD upon completion of an initial CRC check, your position is contingent upon an acceptable fingerprint supported criminal record check result and review by the Superintendent.

All individuals required to complete a CRC must contact Central Office to make an appointment to complete the following applicable documents:

1. Request for Criminal Record Check
 - a. If an individual has been fingerprinted by a Vermont school within the last three years, ACSD will request CRC results from the originating school. If applicable, the individual will also complete a Request for Secondary Dissemination form. If the results are not obtained from the originator, the individual will not need to be re-fingerprinted.
 - b. If an individual has not been fingerprinted, they will also complete a Fingerprint Authorization Certificate. Once completed, ACSD will arrange an appointment with the Addison County Sheriff's office for the individual to be fingerprinted. This form must be presented by the individual at the time of this appointment. **A receipt for proof of fingerprinting must be submitted to Human Resources within 30 days of hire or completion of volunteer paperwork.**
2. Release for Subscription Service (paid individuals only)
 - a. An individual's information is entered in the Vermont Crime Information Center's (VCIC) subscription service with individual consent. ACSD will be notified of any conviction incurred while the individual is employed by ACSD. Individuals not being compensated by ACSD will not be added to this service. If an individual does not provide consent to be added to the Subscription Service, an annual VCCRIS check will be submitted to VCIC.
3. Consent for Release of Registry Information
 - a. An individual's information will be submitted to The Agency of Human Services registry. ACSD will be notified of reports of abuse, neglect, or exploitation substantiated against an individual (including volunteers) which is contained in the Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry.

Identification needed

Information on the CRC will be verified by reviewing an acceptable form of identification such as a valid photo driver's license, passport, social security card or student ID. Confirming the individual's date of birth and signature.

If the individual is required to be fingerprinted at the Sheriff's office, identification is required in two forms: Primary ID is a valid photo driver's license; Secondary ID can be a passport, student ID, social security card or credit card used to verify the individual's signature.

Payment – Check or Money Order Only

If an individual must be fingerprinted, a check or money order made payable to **ACSD** in the amount of **\$13.25** or **(\$12 for volunteers)** will be due upon completion of CRC documents. **At the time of fingerprinting, a fee of \$25 will be due to the Addison County Sheriff Department.**

Fingerprint Results/Record Keeping

Fingerprint results received from the Vermont Department of Public Safety will be reviewed, logged into the tracking system and filed. After one year, print results and related documentation is scanned to the ACSD server for future reference.

Re-fingerprinting

If an individual whose background check was performed as a volunteer becomes an employee, law requires a new fingerprint supported check.

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 SBSB retain your record as per 16 V.S.A. § 256(b).

I have read and understand the information provided above.

Name: (please print) _____

Signature: _____ Date: _____

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification of Procedures to Update an FBI Record

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.