UVM Department of Education
Criminal Record Check (CRC) Information

- You will not be able to enter your student teaching placement without completing a Criminal Record Check (CRC). Policies vary by school district for practicum placements.
- Please note:
  - Transferring records from another district can take up to 30 days.
  - Starting the CRC process from scratch can take a few weeks.
  - **If you need to get fingerprints taken, you must meet with the school district's HR office *first* to obtain a fingerprint authorization form.**

Steps to follow:
- First, contact the school district's HR office to schedule a meeting and to learn what you need to bring with you to the meeting.
- If you're starting the process from scratch, the HR office will give you a fingerprinting certificate that you'll bring to UVM Police Services.
- Visit uvm.edu/police/prints to book a fingerprinting appointment with UVM Police Services.
- Bring the following to your fingerprinting appointment at UVM Police Services (located at the South entrance of 284 East Avenue, behind the police cruiser parking spots on the bottom floor):
  - Your valid UVM CatCard (must be yours with your photo visible).
  - A valid government-issued photo ID (such as a driver's license or passport).
  - Enough money in your Cat$cratch account to pay for your fingerprinting. One set of fingerprints costs $12; They are unable to accept cash, checks, or credit cards. To add Cat$cratch to your card, go to https://www.uvm.edu/catcard/make-catcratch-deposit
  - The completed fingerprint authorization form from the agency you are having the prints done for. This form *must be signed* by a representative from the requesting organization; otherwise the Vermont Criminal Information Center can't process the fingerprints.
- Submit your fingerprinting receipt to the school district's HR office.