

## **Guidelines for Fingerprinting**

### **Requirements for Documents:**

1. Agency signed Fingerprint Authorization Certificate (if the purpose of the fingerprints is for an agency outside of Vermont or a background check for the FBI, fingerprint cards will be provided, but are the responsibility of the applicant to send them in.)
2. Applicants must show two forms of valid identification in either of the following combinations:
  - a. Two forms of ID from the Primary List
  - b. One form of ID from the Primary List and one form of ID from the Secondary List
    - i. NOTE: Two forms of identification from the Secondary List is NOT acceptable.

<b>PRIMARY LIST</b>	<b>SECONDARY LIST</b>
Valid Driver's License containing photo and demographic information	Valid credit card with signature
Valid Non-Driver ID containing photo and demographic information	Valid student ID issued by a school in the United States provided it contains name and signature
Valid Government ID (Military or Federal ID) or Passport issued by the United States or Canada provided it contains photograph and demographic information	Valid document or card which contains the applicant's name and signature and is found satisfactory to Identification Center staff. Note: <b>NO BIRTH CERTIFICATES</b>

3. The fee for fingerprinting services is \$25.00 in exact cash or a check made out to the Town of St. Johnsbury due at time of appointment.
  - a. Note: The Town of St. Johnsbury does have billing arrangements with several area agencies. If your agency does have such an agreement, they should advise you. Otherwise, expect to pay the fee. Receipts are provided in the event the applicant is eligible for reimbursement.
  - b. Failure to appear for your appointment will result in a \$25.00 fee for the missed appointment.

### **Requirements for Fingerprint Appointments:**

1. Applicants will be requested to provide a cellular phone number at the time of appointment. Applicants will be called when the fingerprint technician is ready for them. It is very important that applicants arrive on time.
2. **DO NOT COME TO THE APPOINTMENT IF SICK.** If you are sick, please call to reschedule. There is no fee for rescheduling.
3. Do not bring children or partners to the appointment with you. Applicants who are legal minors may be accompanied by one parent/guardian.
4. Applicants will be required to wear a mask covering for their face. The St. Johnsbury Police Department strongly encourages applicants bring their own mask.

### **What to Expect For Your Appointment:**

1. When arriving for your appointment, remain in your vehicle until the technician calls the cellular phone number that was provided at the time of creating the appointment. The number that will appear when you are called will either be 748-2314 or 748-2315.
2. When entering the building, remain in the lobby with a mask on and the fingerprint technician will ask screening questions and may or may not take a temperature with an infrared thermometer. The screening questions will be:
  - a. Do you have a fever, cough, trouble breathing, or sore throat?
  - b. Have you traveled outside of Vermont within the past 14 days? If so, where?
  - c. Have you been diagnosed with or being evaluated for coronavirus?
  - d. Have you been in close contact with someone being evaluated for or diagnosed with coronavirus?
3. Applicants will be directed to sanitize their hands with hand sanitizer that is provided.
4. The fingerprint technician will be wearing gloves and a face mask.
5. If the police department has an individual in custody or there is an emergency, applicants should expect delays or a rescheduling of the appointment. We apologize for any inconvenience this may cause, however, we are first and foremost a law enforcement agency.