

CRIMINAL RECORD CHECK PROCEDURE FOR GRAND ISLE COUNTY MENTORS

1. Go to the Grand Isle Supervisory Union (GISU) office located at the Grand Isle School first to complete the necessary paperwork. (See below for address.) You need to bring two forms of identification, one of which is a photo id. There is a cost of \$15.25 for the criminal check. GIC Mentoring will pay for your check unless you would like to donate that amount to the mentoring program. However, you will need to pay while you are there by cash or check and then be reimbursed by us. Call 372-6921 prior to going to make sure someone is available to provide you the paperwork.

2. Bring the form to the Grand Isle Sheriff's Department located in Grand Isle at 10 Island Circle to get your fingerprints taken. Call the Sheriff's office to arrange a time to have your fingerprints done. The prints will be sent to the state electronically. Two forms of identification, one with a picture will be required. (A credit card is not ID. You will need a passport, birth certificate or SS card in addition to your license) There is a \$25 charge for fingerprints which we will also reimburse unless you would like to contribute that cost to GIC Mentoring. Again, only cash or check will be accepted. The Sheriff's office is open Monday to Friday 8-4:30pm.

The Grand Isle Supervisory Union office is open Monday to Friday 8:00-4:00. You must call the Both Offices in advance (372-4482) to schedule an appointment.

Address: Grand Isle Supervisory Union 224 US Rt. 2 Grand Isle, VT 05458 (802) 372-6921

Address: Grand Isle County Sheriff's Department 10 Island Circle, Grand Isle, VT 05458