

CRIMINAL RECORD CHECK PROCEDURE FOR
GRAND ISLE COUNTY MENTORS

The State of Vermont has made a change to the way they require criminal record checks to be processed so the school is no longer able to provide the paperwork.

1. Go to the Grand Isle Supervisory Union (GISU) office in North Hero *first* to do the necessary paperwork. (See below for address.) You need to bring two forms of identification, one of which is a photo id. Ellen Norris at GISU will help you complete your paperwork. 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 Ellen and be reimbursed by us. Call Ellen at 372-6921 prior to going to be sure she is in the office.
2. Bring the form to the Grand Isle Sheriff's Department located next to the Court House in North Hero to get your fingerprints taken. Call Bridget at 372-4482 in 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. I 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.

The **Grand Isle Supervisory Union** office is open Monday to Friday, 8:00-3:00.

You must call the Sheriff's Department in advance (372-4482) to set up an appointment.

Address: Grand Isle Supervisory Union
5038 US Route 2
North Hero, VT 05474
(802) 372-6921

Address: Grand Isle County Sheriff's Department
3677 US Route 2
North Hero, VT 05474
(802) 372- 4482