



Chittenden County Sheriff's Office

Sheriff Kevin M. McLaughlin
Burlington, Vermont



FINGERPRINTING

[IMPORTANT NOTICE! PLEASE CLICK TO READ](#)

**CASH ONLY NO CHECK, DEBIT OR CREDIT CARDS
NO BILLS OVER \$20.00 WILL BE ACCEPTED**

The Chittenden County Sheriff's Department fingerprints individuals for the purposes of employment, adoptions, and licensing.

Fingerprinting services are done *by appointment only* at the Sheriff's Office in South Burlington on Tuesdays, Wednesdays and Thursdays. Please call the Sheriff's Department at 802-863-4341 to make an appointment.

Due to security restrictions, individuals requiring fingerprints must not be accompanied by children and/or adults. Only the scheduled individual will be admitted into the building. You must have an appointment.

Appointments can be made for the following times:

Tuesdays from 10:00am to 3:00pm at the Chittenden County Sheriff's Office

Wednesdays from 10:00am to 3:00pm at the Chittenden County Sheriff's Office

Thursdays from 10:00am to 3:00pm at the Chittenden County Sheriff's Office

FINGER PRINT INSTRUCTIONS

Applicants seeking finger prints for a background check through the VERMONT CRIMINAL INFORMATION CENTER (VCIC) **MUST** have with them a Fingerprint Authorization Certificate (FAC), **SIGNED BY THE REQUESTING AGENCY**, in hand at the time of the fingerprinting. i.e.: prints for school, adoption, security guard, NCPA employment, or volunteers.

Applicants seeking fingerprints for in state or out of state or companies providing their own specific fingerprint cards. **DO NOT FILL THEM OUT PRIOR TO COMING IN** Applicants with cards filled out may be charged additional fees. We do supply the federal applicant cards, Form 258 for states and companies requesting prints on that form, NASD OR FINRA applicants must have the appropriate cards from there companies.

All applicants must have two (2) forms of ID. One must be a Photo Divers license or other government issued ID (i.e.: Military ID, permanent resident ID, etc.) **A PASSPORT IS NOT CONSIDERED AS A PRIMARY PHOTO ID FOR VCIC REQUIRED PRINTS.**

The fee for finger prints is \$25.00 per card. **CASH ONLY NO BILLS OVER \$20.00 will be accepted.**

PAYMENT: We Only Accept Cash; No Check, Credit cards or ATM cards

Directions to the Chittenden County Sheriff's Office, 70 Ethan Allen Drive, South Burlington, Vermont.

From the intersection of Interstate 89 and US Route 15, Winooski Vermont: Travel east on US Route 15 towards Colchester and Essex Junction. At the sharp corner and traffic light by St. Michael's College turn right onto Lime Kiln Road. Travel approximately one-half(1/2)mile to the flashing yellow and red light intersection of Airport Parkway. Bear left at the triangle and then take an immediate left hand turn onto Ethan Allen Drive. The Chittenden County Sheriff's Office is the second building on the left.

From the intersection of Interstate 89 and Williston Road in South Burlington, Vermont: Travel east on Williston Road towards Williston. At the intersection of Williston Road and White Street (Across from Al's French Fries) turn left onto White Street. Go straight through the first intersection of White Street and Patchen Road. At the three way stop sign turn left onto Airport Parkway. Travel approximately 1.3 miles as you approach the flashing yellow and red lights get into the right hand lane and turn right at the intersection onto Ethan Allen Drive. Proceed down the hill, the Chittenden County Sheriff's Office is the second building on the left.