

From: [Police Services Fingerprinting](#)
To: [CESS Student Services](#); [Nursing Health Sciences](#); [StudentCOMServices](#)
Cc: [Whitney Feininger](#)
Subject: Civilian Fingerprinting at UVM Police Services
Date: Wednesday, August 11, 2021 12:02:19 PM

Good morning,

As we are moving closer to the start of fall semester UVM Police Services is receiving several questions and appointment requests for civilian fingerprinting. As your departments may have students who will be working in the school systems for upcoming student teaching placements, clinicals, internships, etc, this semester, I am reaching out to make sure you have the most up-to-date information about civilian fingerprinting with UVM Police Services. Please feel free to pass on information to your students/colleagues and please encourage them to be proactive in making an appointment as we are moving quickly towards fall semester and getting busier each day!

Updated information about civilian fingerprinting is available on the UVM Police Services website:

[UVM Police Services Civilian Fingerprinting](#)

And I've included the important items to make sure to note below:

UVM Police Services provides civilian fingerprinting to **active** affiliates (students and employees) of UVM

COVID-19 precautions

We are following the UVM guidelines so wearing a facemask is required when inside the police station and we ask that anyone experiencing symptoms to stay home and reschedule. We do have hand sanitizer available for before and after prints and the printing block on the LiveScan/printing computer system is cleaned after each use. We will make any adjustments as needed based on the university's guidelines

Materials to Bring

All of the required materials are listed on the above link but anyone seeking civilian prints will need the following:

-government issued photo ID (drivers license or passport – drivers license is preferred)

-the completed and signed fingerprint authorization form from the agency for which they are having the prints done (note: if a student is going to be student teaching at two different school districts, for example, then they would need two different forms for each school district and would need to complete two sets of prints). We cannot complete the prints without the signed authorization form as this form is mailed directly from the police station to the Vermont Crime Center Information Center and is needed for processing fingerprints and sending results to the agency. Specific questions about a needed authorization form should be directed to VCIC at 802-244-8727. We also provide a receipt and the TVT/record number to the student at the time of printing.

-an active CATcard and enough funds loaded onto their CAT\$cratch account to cover the price (\$12). The phone app is fine in place of the plastic card but we are only set up to take payment via CAT\$cratch. Questions about an active CATcard or CAT\$Scratch account should be directed to the CATcard office at catcard@uvm.edu

Making an Appointment

Appts are available
Monday-Thursday
9:00 AM to 11:00 AM
1:00 PM to 3:00 PM

Fridays
9:00 AM to 11:00 AM

To make an appointment they need to email fingerprints@uvm.edu and we do need at least 24 hours advance notice

We can, on occasion, do prints outside of the above times by request. We are not taking appointments by phone nor can we take walk-ins.

If someone has a more specific question to their situation they are welcome to email fingerprints@uvm.edu or call the UVM PS admin line at 802-656-2027 and I will be glad to address or help out with any questions or individual situations as much as I can

If needed, civilian fingerprinting is also available at the following Identification Centers:

[Vermont Identification Centers](#)

In Chittenden County civilian prints can be done at Burlington Police Department and the Chittenden County Sheriff's Office but I believe their turnaround time for an appointment is a bit longer and the cost is higher so I'd encourage any UVM affiliates to start with UVM Police Services

Thank you for understanding the above processes. Our number one priority here is campus safety so these are put in place to allow officers to be able to focus on and respond to any incoming calls. Please let me know if you have any questions.

All the best,
Whitney

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