Fingerprinting Requirements for Vernon Public Schools

Vernon Public Schools requires that any person (teacher, administrator, special service staff member, teacher's aide, custodian, cafeteria employee, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within 10 calendar days of the date of employment. The process includes the checking of fingerprints by the State Police Department and the Federal Bureau of Identification as well as a check by the Department of Children and Families. The results of the criminal history record checks (both state and federal and DCF) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Educator Standards and Certification.

State Processing Fee and District Service Fee

- State Processing Fee: $16.50 payable by money order to "Treasurer-State of CT." This fee covers up to three attempts to secure state and federally approved fingerprints.
- Service Processing Fee: $25.00 payable by money order to "BIS, LLC." Biometric Identification Services (860-662-0808) is located at:

  Manchester Police Department
  239 East Middle Turnpike
  Manchester, CT 06045

  No appointment necessary.

  Hours: Tuesday from 4:00 p.m. to 8:00 p.m.
  Saturday from 9:00 a.m. to 1:00 p.m.

  Please bring a money order in the amount of $25.00 (payable to BIS, LLC).

  Please return fingerprint cards with your money order for $16.50 (payable to Treasurer-State of CT) to Tammy Salminen, Vernon Public Schools, Superintendent's Office, 30 Park Street, Vernon, CT. If you have any questions, please call 860-870-6000 ext. 125.

  If the initial attempt to secure fingerprints is rejected by the state and/or federal government, employees will need to seek fingerprinting services elsewhere.

  Locations offering fingerprinting services include:

Capital Region Education Council (CREC)	860-524-4003	Fee: $60.00
EASTCONN	860-455-0707	Fee: $48.00