

Live Scan Fingerprint Machines

Waterbury Appointment and Field Deployment Procedure

Related Policy: CDD Background Check

Effective Date: 5/26/2026

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Definitions

Fingerprint Authorization Certificate: Referred to as FAC. This form authorizes the Vermont Crime Information Center to perform fingerprint supported background clearances on behalf of the Child Development Division. The form is electronically created in BFIS and signed by the subject of the background clearance.

Fingerprint Supported Background Clearance: Referred to as fingerprint supported clearance. This clearance involves the Vermont Crime Information Center reviewing the following:

- The Federal Bureau of Investigations' National Crime Information Center database for criminal convictions using fingerprint information,
- Vermont criminal conviction check using fingerprint information,
- Out of state criminal background check for each entity of jurisdiction the individual stated they have lived within the last five (5) years (if the statutes of entity of jurisdiction allow for this information to be shared with Vermont) using name and date of birth demographics, and
- National Sex Offender Registry using name and date of birth demographics.

This clearance also involves an Out of State Child Abuse and Neglect Registry Check for each entity of jurisdiction the individual states they have lived in within the last 5 years.

**State of Vermont Agency of Human Services
Department for Children and Families
Child Development Division**

Record Check Authorization Form: Referred to as RCA Form. The form filled out and signed by individuals that authorizes the Division to complete the background clearance process.

Procedures

A. Waterbury Appointment Scheduling

1. Prior to making a request all individuals must have completed a Record Check Authorization (RCA) form and have received a Fingerprint Authorization Certificate (FAC) from CDD. Division
2. Appointments must be made by completing the [JotForm](#).
3. Appointments will be available on Wednesday, Thursday or Friday.
4. CDD licensing will schedule the individual's appointment and confirmation will be sent via email.
5. CDD licensing staff will add the individual(s) to the BGS visitors list.
6. Visitors need to bring a photo ID to enter the Waterbury State Office Complex and present to CDD.
7. You must bring your FAC to this appointment.

B. Field Deployment Scheduling

1. Prior to making a request all individuals must have completed a Record Check Authorization (RCA) form and have received a Fingerprint Authorization Certificate (FAC) from CDD. Division
2. Appointments must be made by completing the [JotForm](#).
3. Programs must have at minimum ten (10) potential employees needing fingerprinting.
 - i. NOTE: You can extend the fingerprinting offer to other licensed programs in your area to help meet this minimum.
4. CDD licensing will schedule the individual's appointment and confirmation will be sent via email.
5. You must bring your ID and FAC to this appointment.

Document Title	Date	Summary of Revisions