

FINGERPRINTING

Windham County Sheriff's Office
11 Jail Street
P.O. Box 266
Newfane Vt. 05345
Phone: (802)365-4942

Fingerprints are taken at the Windham County Sheriff's Department in Newfane Vt. (Rte. 30) - BY **APPOINTMENT ONLY**

As of 6/18/2021 preferred method of scheduling your appointment is via their online scheduling form. However, you still can call to set this up. The website to access their online form is: <http://windhamcountylvt.gov>

Please make sure you have the follow items with you when you arrive to have your prints done.

The Vermont Crime Information Center Fingerprint Authorization Certificate (FAC) (Signed by an authorized representative from WSESU Central Office.)

Two forms of identification: one MUST be a current photo ID (Driver's License, Non-Driver's License, DOD Id., Permanent Resident ID or a Passport.)

A pen

You will need to have and wear a mask.

Once you have physically gone and completed your fingerprints with the WCSO please notify either Stacey or Becca (based on who you are working with throughout the hiring process) via email that this has been completed, please include the date you completed them on.

For all (full-time/part-time) contracted faculty and staff please notify Stacey Mousseau Human Resource Director at: smousseau@wsesdvt.org

For substitute (teachers/nurses/custodians/crossing guards) or crossing guards please notify Becca Shepard Information Specialist at: bshepard@wsesdvt.org

If you have any questions or need to make arrangements to have your FAC signed prior to your appointment please call Stacey Mousseau or Becca Shepard at 802-254-3730