**The Wilmington Police Department will be offering civilian fingerprinting needed for background check through the Vermont Crime Information Center (VCIC) for employment**, **education, adoption, and licensing purposes.**

**Fingerprinting is by appointment only**

**Scheduling:**

**Please call and schedule an appointment with WPD Dispatch by calling (802) 464- 8593.**

**Appointments will be scheduled on the following days during the times shown;**

**Wednesday 12:00 PM-4:00 PM**

**Sunday- 12:00 PM- 4:00 PM**

**\*Understand that Officers may be on an emergency during your scheduled appointment, you may be rescheduled or have to wait.**

**Cost:**

**$35.00 cash (must be exact), check made out to Wilmington Police Department or debit/credit card**

**What to bring with you:**

1. **Applicants must show two forms of valid identification in either of the following combinations:**
	1. **Two forms of identification from the Primary List.**
	2. **One form of identification from the Primary List and one form of identification from the Secondary List.**

**Note: Two forms of identification from the Secondary List are NOT acceptable.**

* 1. **Primary List**
		1. **Valid Driver’s license issued by a state or possession of the United States, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color or address.**
		2. **Valid Non-Driver ID license issued by a state or possession of the United States, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color, or address.**
		3. **Valid government ID card or Passport issued by a municipality, county, state, or possession of the United States including the federal government of the United States and the federal government of Canada, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color, or address.**
	2. **Secondary List**
		1. **Valid credit card with signature**
		2. **Valid Student ID issued by a school located in a state or possession of the United States provided it bears the name and signature of the applicant.**
		3. **Check Cashing Card with signature**
		4. **Valid document or card which contains the applicant’s name and signature and is satisfactory to Identification Center staff.**
1. **Applicants must bring a Fingerprint Authorization Certificate (FAC) that is signed by the requesting organization at the time of the fingerprinting. The FAC forms can be found at the VCIC website;** [**https://vcic.vermont.gov/ch-information/record-checks/national/ncpa-forms**](https://vcic.vermont.gov/ch-information/record-checks/national/ncpa-forms)
2. **Failure to appear for your appointment will result in a $35.00 fee for the missed appointment. If you cancel within three hours of your appointment, we reserve the right to charge you $35.00 for a missed appointment. Exceptions include sickness or emergencies.**