

Place on your company letterhead

Tina Healy
Criminal Record Check Coordinator
Vermont Crime Information Center
Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

Dear: Tina Healy

Under the authorization of Title 20 Section 2056(c) this office will be requesting criminal record checks for applicants that this office is prepared to recommend for employment. In accordance with Vermont Criminal Information Center (VCIC) regulations, which stipulate the conditions under which criminal records are released to non-criminal justice agencies, this office agrees to:

1. Provide applicants with a criminal record release form with the identifying information required by VCIC which informs the applicant that they may appeal the results of a criminal record check to VCIC.
2. Use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information to any person other than the applicant and properly designated employees of the agency who have a documented need to know the contents of the record.
3. Maintain a confidential log of all criminal history requests as specified by VCIC.
4. Confidentially retain records relating to requests for criminal records for a period of three years. At the end of the retention period, if logs and records are to be destroyed, they will be burned or shredded.
5. Provide a free copy of the results to the subject of the record within 10 days of receipt of the record.
6. Make the criminal history log and all records relating to requests for criminal records available to VCIC for audit at least once every two years.

This office has been informed that any request for criminal record information or dissemination of criminal history information which is inconsistent with state or federal law or regulations is a criminal offense punishable by fine of \$5,000 for each unlawful disclosure.

This office has been provided with informational material supplied by VCIC with regard to the process of obtaining, interpretation, and misuse of criminal conviction records. This office certifies by this letter that appropriate personnel have read and understand the materials supplied to us.

Sincerely,