CRIMINAL RECORD PROCESSING/FINGERPRINTING FOR
WINDHAM NORTHEAST SUPERVISORY UNION

1. Pay the secretary or receptionist at Windham NE Supervisory Union $13.25 to start the criminal record process.
2. The secretary or receptionist will give you a paper with documentation that you have paid and started the process.
3. Call the Windham County Sheriff's Dept. in Newfane, VT at 802-365-4941 or the Springfield VT Police Dept. at 802-885-2113 to set up an appointment to be fingerprinted.

**BRING WITH YOU TO EITHER DEPARTMENT:**

The documentation/form from us that you have paid and started the process. $25.00 for fingerprinting and 2 forms of identification

**Cash payment to Sheriff's Department**

**Check or cash to Springfield Police Department**

1. Call WNESU to let us know you have been fingerprinted at 802-463-9958.

**DO NOT GO TO THE BELLOWS FALLS POLICE DEPARTMENT!
They do not have the capability to scan prints into the
Vermont Criminal Information Center**