

Dear Wide Horizons For Children Clients:

As part of the adoption process, the state of Vermont requires all adults, 18 years and older living in your home to have criminal/child abuse records checks, as well as motor vehicle and child support clearances.

The following documents must be completed:

- **Records Check Release form:** In Vermont, the Criminal Background Clearance and Child Abuse Registry Clearance are run together. Please follow the link below to download the necessary form from the state by state child abuse registry section of our site.
 - International Adoptions: Please complete the form and return it Wide Horizons For Children. No payment is required for international adoptions.
 - Domestic Adoptions ONLY: Each adult in the home must complete this form and submit it to WHFC with a check for \$12 per adult in the household, made payable to Wide Horizons For Children. Once payment has been received, you will be mailed an additional form for domestic applicants only. This additional form must be completed and taken to a local police station or a Fingerprinting Service Center (we have provided a list of Identification Centers) where you will have your fingerprints taken. If you are given a receipt or confirmation indicating that your fingerprints have been taken, please mail it back to WHFC.
- **VT Department of Motor Vehicles Record Request:** Each adult in the home must complete this form and must submit a \$20.00 fee. The check should be made out to VT Department of Motor Vehicles (one check with the total amount is acceptable).
- **Consent to Release Information:** Each adult in the home must complete this form (top 2 sections only), regardless of child support status.

Please complete all three forms and return to:

**Wide Horizons For Children
375 Totten Pond Road, Suite 100
Waltham, MA 02451
Attn: VT Clearances**

We will then forward your request on to the appropriate agencies. Thank you.

Sincerely,

Applications Coordinator

COUNTY IDENTIFICATION CENTERS

It is strongly recommended that applicants go to an Identification Center for fingerprinting. The staff at the Centers have received special training and have extensive experience fingerprinting applicants.

COUNTY	ID CENTER	ADDRESS	PHONE	HOURS	COORDINATOR
Addison	Addison County Sheriff's Office	35 Court Street Middlebury, VT 05753	802-388-2981	Tues. & Thurs. 1:00 - 3:30 p.m. Call for Appointment	Sheriff Jim Coons
Bennington	Bennington County Sheriff's Dept.	212 Lincoln St. Bennington, VT 05201	802-442-4900	Call for Appointment	Sheriff Gary Forrest
Caledonia	St. Johnsbury Police Dept.	1187 Main Street S-2 St. Johnsbury, VT 05819	802-748-2314	Call for Appointment	Officer Gil Roberts and Karen Montgomery
Chittenden	Burlington Police Dept.	1 North Avenue Burlington, VT 05401	For an appointment, call Chittenden County Sheriff's Office 802-863-4341	By appointment only. Thursday 10:00 am – 12:00 pm 1:00 pm – 3:00pm	Deputy Sheriff Dick Rowden
	Chittenden County Sheriff's Office	70 Ethan Allen Drive S. Burlington, VT 05401	802-863-4341	Tues. & Wed. 10:00 a.m. - 3:00 p.m. Call for appointment.	Sheriff Kevin McLaughlin Deputy Sheriff Dick Rowden
Essex	Essex County Sheriff's Office	91 Courthouse Drive Guildhall, VT 05905	802-676-3500	By Appointment	Sheriff Amos Colby
Franklin	Swanton Police Department	120 First Street Swanton, VT 05488	802-868-4100	Tuesday: 11:00 a.m.-3:00 p.m. Thursday: 12:30 - 4:30 p.m. Call for appointment.	Chief Michael McCarthy
Grand Isle	Grand Isle County Sheriff's Office	Route 2 North Hero, VT 05474	802-372-4482	Monday thru Friday 9:00 a.m. - 4:00 p.m. Call for appointment.	Sheriff Connie Allen
Lamoille	Lamoille County Sheriff's Office	Main Street Hyde Park, VT	802-888-3502	Monday thru Friday 8:00 a.m. - 4:00 p.m.	Deputy Claude Ammons

		05655		Some Saturdays - 10:00 a.m. - 4:00 p.m. Call for appointment.	Janice Bradley
Orange	Orange County Sheriff's Office	Route 113 Chelsea, VT 05038	802-685-4875	Tues. Wed. & Thurs. 1:00 - 3:00 p.m. Call for appointment.	Larry Olsson
Orleans	Orleans County Sheriff's Office	255 Main Street Newport, VT 05855	802-334-3334	Mon. thru Fri. 8:00 - 4:30 p.m. Call for appointment.	Sheriff Lance Bowen
Rutland	Rutland City Police Dept.	108 Wales St. Rutland, VT 05702	802-773-1838	Payment by check only. Call for Appointment	Records Division
Washington See Notice Above	Washington County Sheriff's Office	10 Elm Street Montpelier, VT 05602	802-223-3001	Tues., Wed., Thurs. 9:00 a.m. - 4:00 p.m. Call for Appointment	Bruce McClure
Windham	Windham County Sheriff's Office	12 Jail Street Newfane, VT 05345	802-365-4942	1500 on Monday Call for Appointment	Richard Guthrie
Windsor	Hartford Police Dept.	812 V.A. Cutoff Road White River Jct., VT 05001	802-295-9425	Call for Appointment Cost - \$15 per card Pay by check or money order only.	Captain David E. Rich