

Francis Foundation

Services in Mental Health and Developmental Disabilities

Dear _____:

Enclosed is our application for home care providers, respite provides and employees. The Francis Foundation requires that all employees and volunteers be fingerprinted. The fingerprint authorization form must be signed by Francis Foundation staff before bringing with you to be fingerprinted. Enclosed you will find the Fingerprint Authorization Certificate which must be taken to wherever you will be fingerprinted. You may get them done at your local police station in Vermont, or we often recommend the Washington County Sheriff's Department in Montpelier. They will do it by appointment only and their phone number is 802-223-3001.

Please return the completed packet along with a receipt showing that your fingerprints have been accepted and the following information::

- Copy of your driver's license or passport
- Copy of your social security card (this is an absolute must- we cannot proceed any further without this) if you need a duplicate card contact the social security office
- Copy of declaration page of auto Insurance (not a copy of your insurance card)
- Copy of declaration page of home owners/rental insurance (only for respite and home care providers)

We cannot process your packet until it is complete including the additional items and your fingerprint receipt. Thank you for your cooperation.

Sincerely,

Becky Chadwick

Office Manager

802-229-6369 ext 221.