

**OFFICE OF THE DEFENDER GENERAL  
REQUEST FOR VCIC CRIMINAL CONVICTION RECORD**

CASE NAME \_\_\_\_\_  
(Request must be case related)

COURT DOCKET NO \_\_\_\_\_

REQUEST MADE BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Attorney or Investigator)

CONVICTION REPORT FOR: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
(Name)

Please provide any other identifying information available (Social Security No., middle initial, place of birth, known aliases) \_\_\_\_\_

CONNECTION TO CASE (Supporting documentation showing the name of the person who is the subject of this request must be attached.) \_\_\_\_\_

Please check as appropriate:

\_\_\_\_\_ RECORD IS FOR INVESTIGATIVE PURPOSES ONLY AND WILL NOT BE DISSEMINATED

\_\_\_\_\_ RECORD WILL BE PROVIDED TO (indicate any that are appropriate)

COURT \_\_\_\_\_; OR STATE'S ATTORNEY \_\_\_\_\_;

OTHER CRIMINAL JUSTICE AGENCY (please indicate) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Attorney of Record – original signature required)

NOTE: A Criminal Conviction Report will contain information on all criminal convictions from Vermont Criminal Courts. All serious motor vehicle convictions which occurred after September 1, 1995, will be included. By law, arrests that did not end in conviction and pending charges will not be reported. Reports of juvenile convictions will not be reported unless the juvenile was prosecuted in adult court.

DISCLOSURE OF THE CONTENTS OF THE CRIMINAL CONVICTION SEARCHES TO ANYONE OTHER THAN THE SUBJECT OF THE RECORD, OR PROPERLY DESIGNATED EMPLOYEES OF ANY AGENCY WITH A DOCUMENTED NEED TO KNOW THE CONTENTS OF THE RECORD IS PROHIBITED.

Requests must be case related. Signature of attorney is certification that this request is related to the above-named case and that attorney agrees to comply with all federal and state laws, rules, regulations and policies pertaining to the dissemination and use of criminal conviction reports, including no duplication of the record and no dissemination of the record unless specifically indicated above. If you initially request the record for investigative purposes and subsequently find that you must provide the record to the court and/or state's attorney or other criminal justice agency, you must resubmit a request for the record.

ALL INFORMATION MUST BE PROVIDED IN ORDER TO PROCESS REQUEST. ATTORNEY SIGNATURE MUST BE AN ORIGINAL.

Please email the form to Peggy St. Onge at [Peggy.StOnge@vermont.gov](mailto:Peggy.StOnge@vermont.gov)