

Bureau of Criminal Identification ("BCI")

July 1, 2023

Sections 16-2-18.1 and 16-2-18.2, of the RIGL, entitled "Criminal records review", state that any person seeking employment with a private school or public school department who has not previously been employed by a private or public school department in RI during the past twelve (12) months must obtain a **state and national fingerprinting criminal background check**. Information regarding the process can be found below:

Attorney General Julius C. Michaelson Customer Service Center
4 Howard Avenue (corner of Pontiac Ave. and Howard Ave.)
Cranston, RI 02920
401-274-4400

Hours of Operation

Monday – Friday

8:30 a.m. – 4:15 p.m.

(Fingerprint process stops at 4:00 p.m.)

Closed on state holidays

NO APPOINTMENTS – This is a walk-in service only

Check-in process for in-person transactions:

- Upon arrival, register to the walk-in virtual line service. No appointments
- Register online by using text message or QR code provided on signage in the parking lot. After registering, you will receive a welcome text. Please wait for a second text message stating that you should enter the facility.
- Registration is from 8:30am to 4:15pm. **Fingerprinting stops at 4:00 pm.**
- Cost: \$45.00: They are only accepting credit and debit at this time (fees apply).
- Any issues with registering, please call 401-274-4400 and select option 2 for BCI.

General Rules of Thumb:

Be sure to bring valid identification. Examples of acceptable identification include:

- Valid state issued driver's license
- Valid state issued identification card
- Valid United States passport

How it Works:

Upon arrival, a trained and certified fingerprint technician will take your fingerprints using one of the LiveScan fingerprint machines. Your fingerprints are sent electronically to the Federal Bureau of Investigation (FBI).

An FBI-generated criminal background report is sent back to the Office of Attorney General. Once received, the fingerprint technician will review the information and submit an email to the Lincoln Public Schools Human Resources Department indicating if a "disqualifying offense" is found or not on the national criminal background report. (Please note: the "disqualifying offense" is not specified in the letter to the employer or state agency.)

If a "disqualifying offense" is found on the person's record, a letter is sent to the individual informing them of the offense, and upon request, may receive a copy of their criminal background report in person.