

Bureau of Criminal Identification ("BCI")

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. – 4:30 p.m.

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

No Holidays (for a list of state holidays, please [click here](#))

General Rules of Thumb:

Complete the BCI Form prior to arrival at the customer service center.

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

Cost:

A national background check costs \$35. Check, credit card(fee charged for credit card use), money order only (cash NOT accepted). Please make check out to "BCI."

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 employer/state agency 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.

Notice:

Starting, Monday, July 23, 2018, all **in-person** state and/or national background checks will **ONLY** be available at our new Customer Service Center, located at 4 Howard Avenue, Cranston (in the Pastore Complex). All BCI records are confidential law enforcement documents. However, these records may be released according to state and federal statute for specified purposes.