

## NOTICE

ALL BCI RECORDS ARE CONFIDENTIAL LAW-ENFORCEMENT DOCUMENTS.

THESE RECORDS CAN BE RELEASED AS FOLLOWS:

### BY MAIL

1. A SIGNED AND NOTARIZED RELEASE FOR INFORMATION
2. COPY OF PHOTO IDENTIFICATION ATTACHED TO RELEASE; EXAMPLES OF ACCEPTABLE IDENTIFICATIONS:
  - a. STATE ISSUED DRIVER'S LICENSE
  - b. STATE ISSUED IDENTIFICATION CARD
  - c. PASSPORT
3. CERTIFICATION OF FINGERPRINTS TAKEN BY OTHER AGENCY WITH APPLICANT FINGERPRINT CARD (FBI FD258)
4. CHECK OR MONEY ORDER IN THE AMOUNT OF \$35.00 FOR THE NATIONAL BACKGROUND CHECK (Checks payable to **BCI**). Credit cards are now accepted for **IN PERSON** transactions **ONLY** at BCI window in Providence. BCI does **NOT** accept cash payments.

\*\* For nurses and security guard employees, a state BCI is also required. Please include a check in the amount of \$40.00 (instead of \$35.00). This will include a state and national check.\*\*