

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. COMPLETED fingerprint form including where to send the results.
4. CERTIFICATION OF FINGERPRINTS TAKEN BY OTHER AGENCY WITH APPLICANT FINGERPRINT CARD (FBI FD258)
5. 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 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.**

****As of July 23, 2018 ALL in-person transactions can only be completed at our new customer service building located at 4 Howard Avenue in Cranston.**

All mail transactions shall continue to be mailed to BCI, Office of the Attorney General, 150 South Main Street, Providence, RI 02903.