

## **Instructions for obtaining a RI BCI for School Volunteers**

Per NKSD Policy, all BCIs are valid for the school year in which they are submitted and must be dated within that school year. BCIs must be resubmitted each school year. A school year runs from July 1<sup>st</sup> to June 30<sup>th</sup> of the following calendar year.

**To complete a BCI by mail** send the following four items to:

Attorney General Julius C. Michaelson Customer Service Center  
Attn: BCI  
4 Howard Avenue,  
Cranston, RI 02920

- A signed and notarized release for information
- A copy of one of the following photo identifications, both front and back copied:
  - State Issued Driver's License (applicants must provide a copy of both the front and back of their IDs as the Attorney General's office now scans the code on the back);
  - State Issued Identification Card
  - Passport
- Check or money order (NO CASH) for \$5.00 payable to BCI. NOTE: for those aged 62 or over there is no charge.
- A pre-addressed stamped envelope for return of the completed BCI to LINKS.
  - You may also have it sent back to yourself (in which case you must bring it to LINKS)

LINKS / Davisville Academy  
50 East Court  
North Kingstown, RI 02852  
Phone: 401-336-3126/3125

PLEASE ALLOW 7 BUSINESS DAYS FOR RETURN

Note that you will not be notified of receipt of your BCI by LINKS

**To complete a BCI in person** you must visit the Attorney General Julius C. Michaelson Customer Service Center located at 4 Howard Avenue (corner of Pontiac Ave. and Howard Ave.) Cranston, RI 02920

Fees and identification requirements are the same as for mail in applications, however forms do not need to be notarized if you appear at the AG's office in person. Please see their website for hours of operation (link below).

Further information can be found on the AG's website <http://www.riag.ri.gov/BCI/index.php>  
Phone number for AG Office is 401-274-4400

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## ***Other Situations***

If you fall into one of the following categories, please contact LINKS for the procedure as set forth by NKSD for a National BCI:

- 1) Non RI Resident
- 2) You have lived in RI for less than 1 year
- 3) You are chaperoning an overnight event or field trip regardless of residency

If it is necessary to use the services of the NKPD, the following procedures must be followed:

- All applications must be obtained from the School Department or online.
- All applications must be completed in full.
- All applications must be notarized prior to submission to the police department.
- Parents must obtain a copy of their operator's license either at their child's school or at home. Copies will not be made at the police department.
- All applications must be accompanied with; \$5.00 in cash, check, or money order.  
Checks and money orders should be made out to: Town of North Kingstown. The Police Department does not have the capabilities to make change.

The above requirements must all be placed in an envelope and addressed to: NKPD Records Division.

Applications may be dropped off at the Police Department at any time during the day. There is a 48 hour processing time. Applicants need to collect their background checks two days after submission from the records clerk or the police dispatcher.