

## **Instructions for Obtaining a BCI**

As a teacher candidate in the School of Education at Roger Williams University, you are responsible for obtaining an annual BCI. Ms. Lisa Benjamino, the Dean's Assistant, can notarize your application. **You are in charge** of mailing your application and a \$5 check or money order to the RI State Attorney General's Office and bringing the results to the Field Experience Office.

**Notice:** All BCI records are confidential Law-Enforcement Documents. However, these records can be released as follows:

**By Mail:** Send the following documents to the address listed below:

RI Attorney General's Office  
Attn: Bureau of Criminal Identification  
150 South Main Street  
Providence, RI 02903  
Phone: (401) 274-4400

1. A signed and notarized release of information form
2. A copy of photo identification attached to release
3. Check or money order (NO CASH) for \$5.00 payable to BCI
4. A self-addressed stamped envelope for return (RWU students living on campus, make sure to include your P.O. Box #)

**In Person:** **At the Attorney General's Office, BCI window**

- A signed and notarized release of information form
- Photo Identification
- Check or money order (NO CASH) for \$5.00 payable to BCI

**Directions to the Attorney General's Office:**

**From Route 95 South**

- Get off exit 22a (Memorial Blvd).
- Go to the 6th Traffic Light near Capriccio's Restaurant.
- Take a left onto South Water Street staying to the left.
- Take a left onto Packett Street.
- Go to the top of the street, and take a left onto South Main Street.
- AG's office is the second building on your right.

### **From Route 95 North**

- Take exit 22a (Memorial Blvd/Downtown Providence)
- Follow above directions

### **From 195 West coming from East Providence**

- Take exit 2 (South Main Street).
- Go approximately .5 miles.
- AG's office is located at 150 South Main Street on right.

### **From Memorial Blvd. heading south**

- Take a left at the light near Capriccio's onto South Water Street.
- Take your next left (Packett Street) and go to the top of the street.
- Take a left onto South Main Street.
- AG's office is the second building on your right.

**When you receive the approved BCI Form in the mail,** bring the completed form to:

School of Education  
Field Experiences Office  
Room 201 Main Library

Mail or go to:  
Office of the Attorney General of Rhode Island  
Attention: BCI Department  
150 South Main Street  
Providence, RI 02903

Name: \_\_\_\_\_  
print or type

Maiden Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

DISCLAIMER

I, \_\_\_\_\_, hereby direct and authorize the Bureau of  
print your name  
Criminal Identification of the Department of Attorney General for the State of Rhode Island to  
make available to myself any criminal records and requests therefrom, whatsoever against the  
State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees  
of the Attorney General's Office in both law and equity which I may now have or in the future  
may have.

Do not sign except in the presence of a notary!

\_\_\_\_\_  
Signature of Applicant

Sworn to before me in the City of \_\_\_\_\_, State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires