BCI (Bureau of Criminal Identifications / Investigations) Check

BCI Frequently Asked Questions:

• BCI is valid for one year from date of issue. For example, if you had a BCI in February of ‘16, it is valid for a fall ’16 field experience, but not for spring ’17 because it will expire prior to the end of your school visits.

• You must have a valid BCI on file with the URI Office of Teacher Education each year that you are in the program (no fingerprints required).

• Please keep a copy for yourself.

You may obtain a BCI check through the following 3 options. If, however, you know that your BCI is not clear, you must choose option 1, and go to the RI Attorney General’s office.

1) The Attorney General’s office in Providence ($5). To do the BCI in Providence, visit the Attorney General’s office at 150 South Main Street in Providence. They are open from 8:30 to 4:30. Driving directions are available by calling 274-4400 and selecting that option. Make sure to bring a photo ID with your birth date. Parking can be tricky, so students sometimes go together and take turns. The AG’s office will provide your letter to you before you leave. You may also acquire your BCI for the Attorney General’s office by mail. You will need to include a signed and notarized release for information, a copy of photo identification attached to the release, check or money order for $5.00 payable to BCI, and a self addressed stamped envelope for return. Please allow 7-10 business days for return with this option.

2) Your local hometown police station (price varies). Call ahead because some towns do not offer this service or it takes weeks to get the result. NOTE: South Kingstown Police Department does NOT do background checks for any student.

3) Castle Branch. This is a convenient option because you can get your BCI on-line for a fee of $18. Go to www.castlebranch.com and find ‘Place Order’; enter the URI package code: UB06, click GO, and follow instructions. Please note that a few RI districts do not accept this option. You may still be asked to obtain a BCI through options 1 or 2.