

ADMINISTRATION

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Michael A. Jagoda
Director, Public Safety
Chief of Police



TO: URI Public Safety Staff

FROM: Michael A. Jagoda, Director of Public Safety & Chief of Police

DATE: December 15, 2022

RE: Fingerprinting for Records Checks

The following changes have been made to the fingerprinting process effective immediately:

The total cost of obtaining a fingerprint is **\$50.00**. The payment is made out to "URI Public Safety" for \$50.00 (Please note new price). This can only be paid with a check or a money order. We only accept checks or money orders. We do not accept cash.

If the person does not have a check, they can go to CVS to get a money order or to their own bank. We do not accept cash at all.

When you take the funds, please make sure you have the person's phone number on the check. If the Business Manager is not in, please put the check for \$50 (with the phone number) in an envelope in the bin outside Lora's office.

While at the machine, press "View Results" and the results will be printed. It is the student's responsibility to forward their results to the agency requesting the BCI. You might need to remind them they have to do this task.

Please make sure all personnel who perform this task are aware of the new procedure. Our goal is to make the process more efficient for all involved.