

THE
UNIVERSITY
OF RHODE ISLAND
COLLEGE OF
HEALTH SCIENCES

Human Development and Family Science

BCI REPORT

INFORMATION FOR

HDF FIELD OBSERVATION COURSES

As part of the Human Development and Family Science (HDF) major, students are required to complete multiple field placements.

Early in the curriculum students complete two 4 credit courses, representing a specific period of development within the lifespan. As seniors, students complete a 6-12 credit senior field placement at a local human service agency.

All HDF students are required to have background criminal investigation checks (BCI) before the beginning of the semester in which you complete a field placement course. Please read the information below for details on how to obtain a BCI check before the start of the semester.

**Please note that details may change so it is in your best interest to contact your state's Attorney General's Office for the most accurate information.*

All of the HDF practicum sites require at a **minimum** a background criminal investigation report (BCI) from the state of Rhode Island. Students who are ***not*** RI residents and are assigned to the South Kingstown Public School system will need a BCI from your home state and a BCI from Rhode Island. **You do not need to be fingerprinted to obtain a BCI.**

Please follow the attached instructions to obtain a BCI report. You must have a completed BCI form by the end of the first week of school.

In some states (MA and CT) it may take 4-6 weeks to obtain a BCI so be sure to start the process as early as possible. Most states require a fee for a BCI.

***Failure to obtain a BCI may result in a student receiving an Incomplete (I) for the class.*

RHODE ISLAND RESIDENTS:

To obtain your BCI from RHODE ISLAND, you can use the link below to obtain the necessary forms and directions.

You can also visit the Attorney General's Customer Service Center at the Pastore Complex, 4 Howard Avenue in Cranston in person and obtain your BCI on the same day. There is a \$5 fee and cash is not accepted. You can also print off and mail in the BCI application.

Directions for obtaining a RI BCI: <http://www.riag.ri.gov/BCI/index.php>

INFORMATION FOR OUT OF STATE URI STUDENTS TO OBTAIN BCIs

CONNECTICUT:

To obtain a BCI (criminal history record) from your home state of CONNECTICUT, click on the link below. This information can be found on the Ct.gov page under the State Police Bureau of Investigation page. **You will only need** the “CT only – Name/Date of Birth report.” There is a fee.

https://portal.ct.gov/-/media/DESPP/reports_and_records/DPS0846CCriminalHistoryRecordRequestFormRev120117pdf.pdf?la=en

MAINE:

To obtain a BCI from your home state of MAINE, click on the link below. This information can be found on the Maine.gov page under the Maine Department of Public Safety/Maine State Police. You will need a subscription to InforME.

https://www1.maine.gov/cgi-bin/online/dps/background_check/index.pl

MASSACHUSETTS:

To obtain a BCI from your home state of MASSACHUSETTS, click on the link below. This information can be found on the MA.gov website under the Department of Public Safety. You will need an iCORI account.

<https://icori.chs.state.ma.us/icori/ext/global/landing.action?page=1&bod=1497885438067&m=presentLanding> OR <https://www.mass.gov/topics/criminal-records>

NEW HAMPSHIRE:

To obtain a BCI from your home state of NEW HAMPSHIRE, click on the link below. This information can be found on the New Hampshire.gov page.

<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/index.html>

You have the option of paying a reduced fee if you will be working at a volunteer or nonprofit agency. To obtain criminal history record information for a volunteer or nonprofit agency you may use the Reduced Fee Request form. Notarization of the form is no longer required. **Note that it could take over 2 weeks for your BCI to be returned so it is important that you do it right away.**

NEW JERSEY:

To obtain a BCI from your home state of NEW JERSEY, click on the link below. This information can be found on the NJ State Police page under the Criminal History Records Information.

<https://www.state.nj.us/njsp/criminal-history-records/index.shtml>

As a student, New Jersey considers you an out of state resident so follow those procedures found at the bottom of the page. Out Of State Residents Requesting A New Jersey Fingerprint Based Criminal Background Check. If you need a background check from the state of New Jersey please call the Division of State Police, Criminal Information Unit, (609) 882-2000 extension. 2918. They will supply you with a package, including a fingerprint card and full instructions.

You can get your Livescan fingerprints done using Form A at the South Kingstown Police Department. The station is located at 1790 Kingstown Road in Wakefield and is open to do background checks on: Mondays from 8 am-12 pm; Wednesdays from 4 pm-9-pm; Fridays from 8 am; Sundays from 8 am-9 pm. Please call the station at 401-783-3321 to confirm that personnel are available for fingerprinting before going to the police station. **Once you have your Livescan prints done, you need to return them with a certified check or money order to the New Jersey State Police using the address on the paperwork. They will mail you your results.**

NEW YORK:

To obtain a BCI from your home state of NEW YORK, click on the link below. This information can be found on the NYCOURTS.GOV page under the Criminal History Record Search. Submit your request electronically by using the New York on-line Direct Access application. Requests submitted via the Direct Access application reporting 'No Results Found' are returned in Real Time. There is a fee for the service.

<http://ww2.nycourts.gov/apps/chrs/index.shtml>

VERMONT:

To obtain a BCI from your home state of VERMONT, click on the link below. This information can be found on the Vermont.gov webpage. There is a \$30 fee.

<https://vcic.vermont.gov/ch-information/record-checks>

****During the current COVID-19 outbreak VCIC is not able to process walk-in requests for criminal history record checks. Requests for these services may still be submitted via USPS or electronically from the website noted below:**

<https://secure.vermont.gov/DPS/criminalrecords/>