

Hope Elementary School

391 North Road
Hope, Rhode Island 02831
Telephone (401) 821-3651
FAX (401) 823-4976



Dana Morel
Principal

“Where Children Come First”

Sheryl Petrarca
Secretary

Thank you for your interest in volunteering in Scituate schools. Volunteers are required to have a BCI on file with the school.

Your request for a Criminal History Record Check must include the following:

1. Completed, notarized disclaimer (attached)
2. Photocopy of a Photo ID that includes date of birth (i.e., license, RI Identification Card, etc)
3. Check or Money Order for \$5.00 made payable to “BCI”
4. Stamped envelope addressed to: Hope Elementary School, 391 North Road, Hope, RI 02831

Mail the above information to:

State of Rhode Island and Providence Plantations
Department of Attorney General
150 South Main Street
Providence, RI 02903

The Attorney General’s Office will forward approved information to our school. We in turn will notify you of your approved status to volunteer in our school system. If you have any questions regarding this procedure, you can refer to the website www.riag.ri.gov and/or contact Assistant Elaine Langella at 401-274-4400 ext. 2251 or Deputy Chief Robert Chin at ext. 2276.

Any person working with students who is being paid by the Scituate School Department or any of its representatives (i.e., PTA, PTO, PEP, etc.) must complete a BCI with fingerprints.

After you have mailed your information to the Attorney General’s office, please return this form to the school with the completed information below.

Your Name (each person needs their own application): _____

Child(ren)’s name: _____

Contact Telephone Number: _____

Yes, I applied for a BCI check on:

Date mailed to the Attorney General’s Office or scheduled appointment with Scituate Police

Please indicate if you have children in another Scituate school:

Child’s Name: _____

School: _____

Scituate School Department
Rhode Island Attorney General Bureau of Criminal Identification
Procedure for BCI Background Check

REVISED 9/10/10

State/National Criminal Background Check

In accordance with Sections 16-2-18.1 and 16-2-18.2 of the Rhode Island General Laws entitled, “School Committees and Superintendents”, person seeking employment with a private school or public school department who has not previously been employed by a private school or public school department in Rhode Island during the past twelve months, is required to obtain a state and national criminal background check. This applies to all persons working in after school programs where they are paid by the School Department or school PTA, PTO, etc. *A new state background check may be required if your background check is more than six months old.* If the applicant has been in continuous employment with a school department, a background check of twelve months old is acceptable when accompanied by a letter from the school department verifying the applicant’s continuous employment.

The background check must be initiated prior to or within one week of employment after receiving a conditional offer of employment. Persons exempt from obtaining a criminal background check include only those who were hired prior to August 1, 2001 and/or those who have been continuously employed by a public school department in Rhode Island during the past twelve months.

In order to implement this statute, the following procedures have been adopted:

All nationwide background checks require the taking of fingerprints. It is therefore requested that you inform persons seeking employment to apply in person with a valid photo ID to either:

- Local police department in the town where the applicant lives (call ahead for times & availability),
- Rhode Island State Police, Route 6, Scituate, **BY APPOINTMENT ONLY**, Telephone 444-1110 (you must have paperwork from our office *before* state police will do the background check)
- BCI Unit of the Department of Attorney General (150 South Main Street, Providence, Telephone: 274-4400, extension 2353) between the hours of 8:30 AM and 4:30 PM Monday through Friday. (You must have paperwork from our office *before* they will do the background check)

There is a fee for both BCI checks; the fee is set by the individual law enforcement agency. The fee is payable by check or money order – please check with the law enforcement department where you are going to be fingerprinted to determine what the fee is and who the check should be made payable to.

Once applicants are fingerprinted, a search of the statewide criminal history database will be initiated. In order to expedite the processing of requests, the results of that check will immediately be given to the applicant in written form to be forwarded to the prospective employer.

The fingerprints will then be forwarded to the FBI by mail or where available via electronic scan for a nationwide search of the national criminal history database. Upon completion, the fingerprint cards will be returned to the BCI Unit noting the existence of a criminal history, if any. The turnaround time for this inquiry is approximately six weeks.

BCI personnel will then inform the applicant in writing of the results of the search noting the existence of specific “disqualifying information,” if any. “Disqualifying information” is defined by the statute.

The perspective employer will be notified in writing of the results of the search as well. However, the information conveyed will include only whether or not disqualifying information exists.

If an applicant for employment has undergone a national and state criminal record check within twelve months prior to an application for employment, the applicant may request a letter be sent to the Scituate School Department from the law enforcement department that did your fingerprints indicating the presence or absence of disqualifying information. If the background check is more than six months old, you may be required to undergo another state background check.

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Principal
email: dmorel@scituateri.net

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Sheryl Petrarca

Secretary

Name: _____
(Print or Type)

Maiden Name: _____

D/O/B: _____

DISCLAIMER

I _____ hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State of Rhode Island to make available to **Hope Elementary School** any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of 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.

Signature of Applicant

Sworn to before me in the City of _____
State of _____ this _____ day of _____,
20____.

Notary Public

Commission Expires

NOTE: Copy of photo identification with date of birth must accompany this Disclaimer.