

## South Kingstown Police Department - Criminal Record Check Application

Rhode Island General Law allows, only South Kingstown residents to have a civilian Criminal Record check performed by the South Kingstown Police Department. Select the reason you need a Criminal Record check and/or finger printing performed. If no category applies to you, please check with the South Kingstown Police Department Dispatcher.

<b>CATEGORIES IN THIS SECTION REQUIRE A \$36.00 FEE:</b>		
Check OR Money Order Payable To: <b>"TOWN OF SOUTH KINGSTOWN"</b> - No cash or credit cards accepted		
<input type="checkbox"/> Adoptive Parent	<input type="checkbox"/> America Reads	<input type="checkbox"/> Bus Driver/Monitor
<input type="checkbox"/> Church/Religious Organization	<input type="checkbox"/> Child/Day Care Employee	<input type="checkbox"/> Firefighter
<input type="checkbox"/> Massage Therapist	<input type="checkbox"/> Medical Marijuana Caregiver	<input type="checkbox"/> Medical Marijuana Cultivator
<input type="checkbox"/> Mental Health Agency Worker	<input type="checkbox"/> School Employee for Public/Private	<input type="checkbox"/> S.K.H.S Senior Mentor Program
<input type="checkbox"/> SK Crossing Guard	<input type="checkbox"/> Youth Serving Agency Worker (refer to AG's List on reverse side)	
<b>NO FEE ASSESSED TO THESE CATEGORIES:</b>		
<input type="checkbox"/> Foster Parent ( <i>Prints</i> )	<input type="checkbox"/> School Volunteer ( <i>NO PRINTS</i> ) i.e. <i>chaperones</i>	<input type="checkbox"/> SK CARES Volunteer ( <i>NO PRINTS</i> )

**Two (2) Forms of identification must accompany this application. At least one (1) I.D. must have a photograph.**  
(Examples of Valid I.D.'s: Driver's License, Passport, Military ID, Birth Certificate, Social Security Card, AAA card)

**\*All requested information must be completed legibly to avoid a delay in processing.\***

Name: \_\_\_\_\_  
Last
First
Middle

Aliases and/or Maiden Names previously used: \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State / Zip

Phone # (Home or Cell): \_\_\_\_\_ U.S. Citizen: Yes (\_\_\_\_) No (\_\_\_\_)

Date of Birth: \_\_\_\_\_ Place of Birth (State / Country): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License # and State: \_\_\_\_\_

Sex:  Male  Female Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Race:  White  Black  Hispanic  Asian  American Indian  Other \_\_\_\_\_

Agency/Employer Requesting Record Check: \_\_\_\_\_ Phone#: \_\_\_\_\_

Agency/Employer Contact Name (or Department): \_\_\_\_\_

Address where results are to be sent: \_\_\_\_\_  
Street
City
State / Zip

*I hereby give permission to the South Kingstown Police Department and its representatives to conduct a criminal record check for the purpose of employment, volunteering and/or licensing and will not hold any member of the South Kingstown Police Department or Town of South Kingstown liable for the results and/or content of the criminal record check.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature & Badge Number: \_\_\_\_\_ # \_\_\_\_\_ SKPD Form 207 (9/2021)



**BACKGROUND CHECK GUIDELINES**  
**FOR SOUTH KINGSTOWN RESIDENTS ONLY**

**7 day a week – 8:00am to 8:00pm**

SKPD is allowed to do background checks only if there is a RI General Law in effect that allows us to do them. Please refer to fee chart for additional information. Any questions should be referred to the RI Attorney General’s BCI UNIT 4 Howard Avenue, Cranston - 274-4400.

**Requirements:**

ALL background check applications must include the following:

- SKPD Criminal Record Check Application (form 207)
- Two forms of ID:
  - 1 valid photo (driver’s license, state ID card or passport)   AND
  - 1 of these (birth certificate, health care card, AAA card, military ID)
- Letter from agency requesting background;  
for example; School Dept., Dept. of Health, DCYF, YMCA, etc.

\*\*SKPD is not allowed to do a background check for an employee of a pre-school that is approved by the Commissioner of Education- these background checks are done at the RI Attorney General’s office. SKPD is only allowed to do them for pre-schools that are licensed by DCYF. The applicant may have paperwork that indicates this or you should ask them if they know if their employer is licensed by DCYF.

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**AGENCIES THAT ARE CONSIDERED “YOUTH SERVING”**

- BOYS TOWN NEW ENGLAND**
- BRADLEY RESIDENTIAL FACILITY**
- COMMUNITIES FOR PEOPLE**
- COMMUNITY CARE ALLIANCE**
- COMMUNITY SOLUTIONS**
- DAY ONE**
- DEVEREAUX**
- EARLY HEAD START MEETING STREET**
- EARLY INTERVENTION MEETING STREET**
- FAMILY SERVICE OF RHODE ISLAND**
- FOSTER FORWARD**
- GRODEN CENTER**
- HEALTHY FAMILIES AMERICA MEETING STREET**
- NAFI RHODE ISLAND**
- PERSPECTIVES CORPORATION**
- SAND TURN HOUSE**
- ST. MARY’S HOME FOR CHILDREN**
- THE KEY PROGRAM, INC**
- TIDES FAMILY SERVICES**
- WHITMARSH**
- WOMEN INFANTS AND CHILDREN’S MEETING STREET**