

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.

Fingerprint Applicants: Your prints are being run for a national background check to determine if you have a criminal record.

CATEGORIES IN THIS SECTION REQUIRE A \$36.00 FEE:		
Check OR Money Order Payable To: "TOWN OF SOUTH KINGSTOWN" - cash or credit cards <u>not</u> 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 (full time)
<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"/> High Sch. Senior Mentor Program
	<input type="checkbox"/> Youth Serving Agency Worker (refer to list on reverse side)	
NO FEE ASSESSED TO THESE CATEGORIES:		
<input type="checkbox"/> Foster Parent (Prints REQUIRED)	<input type="checkbox"/> School Volunteer (NO PRINTS) i.e. trip chaperones, classroom volunteer <i>*We do not process BCI's for Youth Sports Leagues (only SK Parks & Rec in-house program)</i>	

PLEASE SEE REVERSE SIDE OF FORM FOR LIST OF DOCUMENTS REQUIRED TO PROCESS YOUR APPLICATION

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

***For Officer processing prints:**

Choose "APPLICANT SUBMIT TAB" – Choose "NFUF" option for all prints - Verify Prints "SENT" before logging off*

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): _____

Agency/Employer 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: _____

I acknowledge that I have received a copy of the PRIVACY ACT NOTIFICATION

Officer Signature & Badge: _____ # _____

OIC Signature & Badge: _____ # _____



BACKGROUND CHECK GUIDELINES
FOR SOUTH KINGSTOWN RESIDENTS ONLY

7 days a week – 8:00am to 8:00pm

SKPD is allowed to process background checks only if there is a RI General Law in effect that allows us to do so. Please refer to fee chart online for additional information. Any questions should be referred to the RI Attorney General’s BCI UNIT located at 4 Howard Avenue, Cranston (401) 274 - 4400.

Fingerprint Applicants: Your prints are being run for a national background check to determine if you have a criminal record.

Requirements to process ALL fingerprint background check applications

- SKPD Criminal Record Check Application (form 207)
- Two forms of ID: we do not accept credit cards or library cards as forms of ID
 - 1 valid photo ID (driver’s license, state ID card military ID, passport) **AND**
 - 1 of these (birth certificate, social security card, health care card, AAA card)
- Letter from agency requesting background*
for example; School Dept., Dept. of Health, DCYF, YMCA, etc.
- BCI: run by dispatcher on duty

***not required for school volunteers**

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.

AGENCIES THAT ARE CONSIDERED “YOUTH SERVING”

****newly added**

- 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
- **THE SPURWINK SCHOOL (spurwink/ri)
- TIDES FAMILY SERVICES
- WHITMARSH
- WOMEN INFANTS AND CHILDREN’S MEETING STREET