



## Instructions for Rhode Island BCI Check School Volunteer

Dear Parents,

In order to volunteer at West Bay Christian Academy, you must maintain a current BCI Check. You may go directly to the Attorney General's office (4 Howard Ave., Cranston) or mail in your request for a BCI check along with your documents. The cost is \$5.00, which may not be in cash, but must be sent as a check or money order.

You will also need to complete a disclaimer/release form, attached. If you mail in this form you will need to have it notarized before mailing. If you appear in person it will be notarized at the BCI desk. The documents that you will need are listed below.

Thank you,

Jaime Walden

### **Department of Attorney General**

150 South Main Street

Providence, RI 02903 401-274-4400

***Notice: All BCI records are confidential Law-Enforcement Documents. However, these records can be released as follows:***

### **By Mail-4 Howard Avenue. Cranston, RI 02920**

- \* A signed and notarized disclaimer/release for information form
- \* A copy of photo identification attached to release, which can be either:
  - State Issued Driver's License, State Issued Identification Card, or Passport
- \* Check or money order (NO CASH) for \$5.00 payable to BCI
- \* A self-addressed stamped envelope for return

### **PLEASE ALLOW 7 BUSINESS DAYS FOR RETURN**

### **In Person: At BCI desk at Attorney General's Office -4 Howard Ave. Cranston RI**

- \* A signed disclaimer/release for information form (the Attorney General's office will notarize for you)
- \* Photo Identification, which can be either:
  - State Issued Driver's License, State Issued Identification Card, or Passport
- \* Check, money order, or credit card (NO CASH) for \$5.00 payable to BCI. Please note: a processing fee of two percent plus 50 cents will be charged per credit card transaction.