



Inspiring Minds Fact Sheet – Background Checks

All volunteers must complete the Rhode Island BCI background check annually. There are three* ways to apply for a BCI: In Person with the Attorney General, by mail through the Attorney General, or through Inspiring Minds.

1. You can **apply in person** at the Attorney General’s Office. Please note: As of July 23, you must report to the Customer Service Center in Cranston for this service. Appear at the BCI window with a valid form of identification and payment. Examples of acceptable identification include:

- Valid state issued driver’s license
- Valid state issued identification card
- Valid United States passport

Address:

BCI Customer Service Center
4 Howard Avenue (Pastore Complex)
Cranston, RI
401-274-4400

Hours of Operation

Monday – Friday
8:30 a.m. – 4:30 p.m.
(Fingerprint process stops at 4:00 p.m.)
No Holidays

Applicable transactions include in-person requests for state and national background checks, as well as security guard licenses and precious metal and pawn dealer applications. The cost for a state background check, or BCI as it is referred to, is \$5.00. Forms of payment include check, money order, or credit cards (cash not accepted). Please make check out to “BCI.” Please note: a processing fee of two percent plus 50 cents will be charged per credit card transaction.

2. You can **apply by mail**, directly to the Attorney General. Please allow seven (7) business days for return.

- Complete the form and have it notarized (download here).
- Attach a copy of a valid form of photo identification. Examples of acceptable identification include:
 - Valid state issued driver’s license
 - Valid state issued identification card
 - Valid United States passport
- Enclose a check or money order for \$5.00 per state background check, payable to “BCI.” Credit cards and cash not accepted by mail.
- Enclose a self-addressed, stamped envelope for return

3. You can **complete your background check with Inspiring Minds**. Our director is a notary.

- Please complete the Inspiring Minds release to the third-party.
- Please provide a copy of one of the following valid forms of photo identification:
 - Valid state issued driver’s license (front and back)
 - Valid state issued identification card
 - Valid United States passport

The fee for this service is \$10.00 and requires you to appear in person with proper ID at Inspiring Minds to have your documents notarized. Once we have your BCI we’ll upload it to your account in Give Pulse.

*Some local police departments also offer this service.