

BCI (Bureau of Criminal Identifications / Investigations) Check

A current BCI must be submitted with your application to the School of Education. The BCI is valid for *one year* from date of issue. For example, if you had a BCI check in September of '11, it will still be valid for application in January of 2012. *(If this is your first BCI check at URI, you may also be able to use it for a spring semester 2012 practicum, as long as it will not expire prior to the end of the semester).*

The BCI check may take place at one of the following locations:

- 1) The Attorney General's office in Providence (\$5, payable by check only). To do the BCI in Providence, visit the Attorney General's office at 150 South Main Street in Providence. They are open from 8:30 to 4:30. Driving directions are available by calling 274-4400 and selecting that option. Make sure to bring a photo ID with your birth date. Parking can be tricky, so students sometimes go together and take turns. The AG's office will provide your letter to you before you leave.
- 2) CertifiedBackground.com. This option is convenient because you can get your BCI on-line for a fee of \$18. Please see the next page of this document for instructions and more details.
- 3) Your local police station in home town (price varies). Call ahead because some towns do not offer this service *or* it takes weeks to get the result. NOTE: South Kingstown Police Department does *not* do background checks for *any* student.

If you have questions, please call the Office of Teacher Education at 874-5930.

Thank you for your cooperation!



CertifiedBackground.com

-----Student Instructions – Background Checks-----

Background Check

University of Rhode Island - School of Education

The above organization has chosen CertifiedBackground.com as an approved provider of background checks for students.

About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to order their own background check online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source. The results are posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

Ordering Instructions

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter the package code: **UB06**
3. Enter your payment information – Visa, Mastercard, or Money Order. Follow the online instructions to complete your order.

Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.CertifiedBackground.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.

