

NOTICE TO ALL APPLICANTS

CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENT

Effective Immediately all applications received in this office will require the applicant to submit his or her application with the Criminal History Record ("CHR") supplied by the applicant. See instructions below to learn how to secure your CHR. All CHR's must have complete dispositions or results of any charges delineated or resolved prior to the Department of Business Regulation acting on the application.

Upon receipt of a completed application, including the CHR, your application will be processed.

INSTRUCTIONS

Submit with the application a Criminal History Record ("CHR") from the State of Rhode Island. A CHR may be obtained by contacting the Bureau of Criminal Identification at the Rhode Island Department of Attorney General ("DAG"). One may contact the DAG in person by visiting the DAG at 150 South Main Street, Providence, Rhode Island. To apply for a CHR in this manner one must bring a picture identification with the date of birth listed. Hours of operation are 8:30 a.m. to 4:30 p.m.

To apply for a CHR by mail one must send a notarized copy of a photo ID that has a date of birth listed, a signed and notarized letter giving permission to the AG to conduct a background investigation, and a self-addressed stamped envelope for a return of the CHR to you for forwarding with your application to the Department of Business Regulation.

The cost for a CHR, whether applying in person or by mail, is five dollars (\$5.00) and payable by check or money order to "BCI". Please allow for time for the DAG to process and generate your request. For further questions about this process please contact the DAG at (401) 274-4400.