State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920

Division of Commercial Licensing and
Racing and Athletics
Real Estate Appraisers Section

CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENTS

FOR REAL ESTATE APPRAISAL APPLICANTS

A Criminal History Record ("CHR") must be submitted to the Real Estate Appraisers Section of the **Department of Business Regulation** ("DBR"), Division of Commercial Licensing and Racing and Athletics, with each Real Estate Appraisal Application and Renewal Application. Processing applications is contingent upon the complete disposition, or results of any charges delineated or resolved prior to application submission. See instructions below to learn how to obtain your CHR.

INSTRUCTIONS

Applying in Person: A Criminal History Record may be obtained by visiting the Bureau of Criminal Identification at the Rhode Island Department of Attorney General ("DAG"). To apply for a CHR in this manner, bring a picture-identification, showing your date of birth.

Applying by Mail: To apply by mail, send a notarized copy of a photo ID, showing your date of birth, and a signed/notarized letter, giving permission to the DAG to conduct a background investigation, along with a self-addressed stamped envelope.

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

If you reside in another state and are applying for a reciprocal license or a license by endorsement, supply a CHR from your home state, as well as one from Rhode Island.
***All renewal applicants, resident and non-resident, shall supply a CHR or CORI report from their home state ONLY!**

Contact Information for the Department of Attorney General:

- 150 South Main Street, Providence, Rhode Island, 02903.
- Telephone Number: (401) 274-4400
- Hours of operation are 8:30 a.m. to 4:30 p.m.