



**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
Real Estate Appraisers Section**

CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENTS

FOR REAL ESTATE APPRAISER 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 with each Real Estate Appraiser 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.

**Mail to: Department of the Attorney General
4 Howard Avenue
Cranston, Rhode Island, 02920**

Hours of operation are 8:30 a.m. to 4:30 p.m.

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 (401) 274-4400.

If you reside in another state, supply a CHR from your home state, as well as one from Rhode Island.