



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

AMC REGISTRATION 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 AMC Registration Application for each person, who directly or indirectly owns more than 10%, or any officer, controlling person, employee in charge, or managing principal of an applicant.

INSTRUCTIONS FOR OBTAINING A CHR

Applying in Person: A Criminal History Record may be obtained by visiting the Bureau of Criminal Identification at the Rhode Island Department of the 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 am to 4:30 pm.

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 BCIstate@riag.ri.gov

***Non-resident applicants must also submit a Criminal History Record (CHR) from their home state law enforcement agency and as well as one from the DAG in Rhode Island.**