



Rhode Island Criminal Records

To obtain a criminal record from the state of Rhode Island, please follow the steps listed below in order.

1. A special state release form must be *signed* and *notarized*.
2. Pencil over notary seal.
3. Key in requests for criminal record searches on the computer.
- *4. *Fax* completed release form along with proof of identification (required) to the Criminal Records Department at 800-887-8994.
5. Receive criminal reports on the computer at the specified turnaround time (see Turnaround Schedule).

*A copy of the driver's license as identification is preferred.



Reference Only Cust # _____ (Required)
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Rhode Island Release Form

Name _____
(Print or Type)

DOB _____
(Required)

SSN _____
(Required)

DISCLAIMER

I am seeking employment with _____ and I hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State of Rhode Island to make available to _____ and its agent USIS any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of criminal records and requests therefrom, whatsoever against the State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and the employees of the Attorney General’s Office in both law and equity which I may now have or in the future may have.

(Signature of Applicant)

Sworn to before me on this _____ day of _____ 20_____.

Notary Public

My Commission Expires: _____

This form ***must be signed and have a legible Notary Seal. It must also be accompanied by a proof of identification*** (preferably a copy of the driver’s license).

FAX TO: USIS
Attn: Criminal Records Department
800-887-8994