



FOSTER POLICE DEPARTMENT

182 Howard Hill Road, Foster, Rhode Island 02825

Ph# 401-397-3317 Fax# 401-397-8731

Chief Gina Lindell

INSTRUCTIONS FOR FINGERPRINT APPLICANTS

FOSTER RESIDENT ONLY

- 1) Applicant must schedule an appointment
- 2) Applicant must provide a letter from the agency that is requesting the *fingerprints*. The letter must have the applicant's **Full Name** and **Date of Birth** listed.
- 3) The applicant must provide one (1) form of identification (picture ID). This can be a valid driver's license, a valid U.S. passport, or a valid State Identification card.
- 4) If the fingerprints require a fee, a check **ONLY** will be accepted made payable to **Town of Foster**.
- 5) Applicant must complete a **Foster Police Disclaimer** form located on page 2.

FINGERPRINTS REQUIRED

<u>EMPLOYMENT</u>	<u>FEE</u>	<u>R.I. STATUTE</u>
Adoption	\$50	15-7-11
Child Care / Day Care (Employees Only)	\$50	40-13.2-5
DCYF Employees (charge for new employees only)	\$50	40-13.2-5.2
Firefighter Employment	\$50	45-2-3.4
Foster Care	N/C	14-1-34
Massage Therapist	\$50	23-20.8-3
Medical Marijuana Caregiver/Authorized Purchaser	\$50	21-28.6-14
Marijuana Cultivator	\$50	21-28.6-16
Mental Health Facilities	\$50	40.1-25.1-3
Religious Organizations- Employees AND Volunteers	\$50	12-1-7
School Employees	\$50	16-2-18.1

Please note: if the applicant needs a background check in addition to the fingerprints, the \$5.00 fee is waived

INSTRUCTIONS FOR BCI BACKGROUND CHECK

FOSTER RESIDENT ONLY

- 1) Applicant must schedule an appointment
- 2) Applicant must provide a letter from the agency that is requesting the *background check*. The letter must have the applicant's **Full Name** and **Date of Birth** listed.
- 3) The applicant must provide one (1) form of identification (picture ID). This can be a valid driver's license, a valid U.S. passport, or a valid State Identification card.
- 4) The fee for a background check is \$5.00. A check will be accepted made payable to **Town of Foster**.
- 5) Applicant must complete a **Foster Police Disclaimer** form located on page 2.

NO FINGERPRINTS REQUIRED

<u>EMPLOYMENT</u>	<u>FEE</u>	<u>R.I. STATUTE</u>
SCHOOL VOLUNTEERS	\$5.00	16-2-18.4

Non-Criminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license) you have certain rights which are discussed below.

* You must be provided written notification that your fingerprints will be used to check the criminal history record of the FBI.

* If you have a criminal history record, the officials making a determination of your suitability for the job or license must provide you the opportunity to complete or challenge the accuracy of the information in the record.

* We are advising you that the procedure for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.

* If you have a criminal history record, you will be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job or license based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retrain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the Nation Crime Prevention and Privacy Compact Council.

If the agency permits, the officials may provide you with a copy of your FBI criminal history record for review and possible changes.

If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at:

<http://fbi.gov/about-us/cjis/background-checks>

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

