

## **Just need fingerprints?**

The Pawtucket Police Department can provide you with a set of your fingerprints to use as you need. A trained and certified fingerprint technician will use the Livescan fingerprint machine to capture your fingerprints and provide you with a copy. The cost is \$15, cash or money orders are accepted. Please note: The fingerprints are NOT submitted to the FBI.

## **National Background Checks**

There are a growing number of Rhode Island laws that require individuals to provide a fingerprint-based national background for purposes of employment, operating a business or serving as a caregiver. Each statute dictates where individuals may obtain the national background checks: the Office of Attorney General, the Rhode Island State Police, and/or your local police department.

**Must obtain national background check at Office of Attorney General**

- Alarm companies
- Financial industry agents
- Private Security Personnel\*
- Precious metals, tools and electronic vendors (pawn shops)
- Pre-school operators and employees
- Nursery school operators and employees
- Child care/day care operators and owners
- Nurses \*
- Adult day care facilities owners and employees
- Long term care facilities owners and employees- all Long Term Care Applicants seeking employment at one of the following Long Term Care Program Types:

Adult Day Care Program

Assisted Living Residence

Home Care Provider

Home Nursing Care Provider

Hospice

LTC Hospital- (Eleanor Slater Hospital)

Nursing Facility

Nursing Service Agency

**Must** obtain national background check at the **Rhode Island State Police or your local police department:**

- Child care/day care employees
- Massage Therapists
- Mental health facilities
- Adoptive parents
- Foster parents

**Must** obtain national background check at the **Office of Attorney General, Rhode Island State Police or local police department:**

- Child care/day care employees
- Firefighter \*
- Medical marijuana caregiver
- Dept. of Child Youth and Families (DCYF) employees
- Public and private school employees (full time, part time, substitute teacher, school bus drivers and monitors)
- Third party public and private school vendors

**Must** obtain a national background check at the **Office of Attorney General or Rhode Island State Police:**

- Rhode Island Lottery employees, including Newport Grand and Twin River employees and vendors

(\* ) indicates national AND state background check is required by law

### **General Rules of Thumb:**

To obtain a national background check through the Pawtucket Police Department, individuals must read and complete the following forms (to save time, we suggest you print and complete prior to arrival at the Pawtucket Police Department):

- Fingerprint Form – Click Link on ID Bureau Page  
Please bring any additional paperwork required by statute or employer with you. Be sure to bring valid identification. Examples of acceptable identification include:
  - Valid state issued driver's license
  - Valid state issued identification card
  - Valid United States passport

**Cost:**

A national background check costs \$35. If your employer requires a national background check AND a state background check, the cost is \$40. Cash or money order accepted.

**How it Works:**

Upon arrival to the Pawtucket Police Department, a trained and certified fingerprint technician will take your fingerprints using the LiveScan fingerprint machines. Your fingerprints are sent electronically to the Federal Bureau of Investigation (FBI).

An FBI-generated criminal background report is sent back to the Pawtucket Police Department. Once received, the fingerprint technician will review the information and submit a response to the employer/state agency indicating if a “disqualifying offense” is found or not on the national criminal background report. (Please note: the “disqualifying offense” is not specified in the letter to the employer or state agency.)

If a “disqualifying offense” is found on the person’s record, a letter is sent to the individual informing them of the offense, and upon request, may receive a copy of their criminal background report in person.

**Out of State:**

If you live out of state and require a national background check, from an employer /agency located in the City of Pawtucket, you may call and make an appointment, or contact the RI Department of the Attorney General.