

Rhode Island

The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Virginia and need to obtain those out-of-state clearances. If you are not a UD student, you will need to contact the state directly for additional help.

Criminal Record Check Services:

- Go to: <https://riag.ri.gov/about-our-office/divisions-and-units/bureau-criminal-identification-bci/background-checks>
- Options are below and included in the link. PLEASE REVIEW THE LINK

In person

To get a background check in person at AG's Customer Service Center in Cranston, you will need ONE of the following forms of ID:

- Valid state issued driver's license
- Valid state issued identification card
- Valid United States passport

By mail

To get a background check by mail from our Office, you will need to mail the following:

- A signed and notarized release form
- A copy of a valid form of photo identification
 - Valid state issued driver's license
 - Valid state issued identification card
 - Valid United States passport
- Check or money order for \$5.00, payable to "BCI." Credit cards and cash not accepted by mail.
- Self-addressed, stamped return envelope. Include this inside the envelope sent to our office, for your request to be sent back
- Mail all documents above to the following address:

Rhode Island Office of The Attorney General
4 Howard Ave
Cranston RI 02920

Please allow seven business days for return

- The release form is on the website. You will need to complete and send it to the address on the form. Once your clearance is returned to you, email it to the Office of Clinical Studies at clinicalstudies@udel.edu. If you prefer to mail it, please use the address below:

Office of Clinical Studies
200 Academy Street
Newark, Delaware 19716
ATTN: Terri Villa

Adam Walsh/Child Protective Service Background Record Request:

Clearance Requests

State and federal law mandates background checks on all childcare employees, including minors and adults, who work at a licensed, license-exempt, regulated, and registered childcare provider.

To submit a clearance request online please follow this link:

<https://www.ri.gov/DCYF/clearancerequest/>

A credit card is required for the \$10.00 fee.

To submit a clearance by mail, please fill out and submit [DCYF Clearance Request/Results \(Facility\)](#) with an agency check or money order in the amount of \$10.00 made payable to "General Treasurer State of Rhode Island." Cash and personal checks are not accepted.

The Department of Children, Youth and Families
Attn: Records Center, 1st Floor
101 Friendship Street
Providence, RI 02903

For information regarding DCYF Clearance Requests, please contact the DCYF Records Department at (401) 528-3843 or email natasha.house@dcyf.ri.gov.

Additional information you may need in the event you need to mail/email your results to the Office of Clinical Studies:

Office of Clinical Studies
200 Academy Street
Newark, De 19716
Attn: Terri Villa
tvilla@udel.edu