



# Richmond Police Department



PO Box 203  
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Wyoming, Rhode Island 02898

Elwood M. Johnson, Jr.  
Chief of Police

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## CRIMINAL RECORD CHECK RELEASE FORM

Date \_\_\_\_\_

Please **PRINT** below information

I, \_\_\_\_\_, Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
last, first, middle

Maiden Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Driver's License#/State: \_\_\_\_\_

Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

I hereby authorize the Richmond Police Department to release any personal information or data from this department or from the State of Rhode Island with regard to myself. This record must be released to myself or to the below named organization.

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

### Circle one:

#### No Fee

- DCYF Child Care Employee- §40-13.2-5.2
- School Volunteers (Charlho District Only) – §16-2-18.4(State Only)
- DCYF Foster Parent - §14-1-34

#### \$35.00 Fee (Cash or Check)

- |   |  |
|---|--|
| DCYF Employee – §40-13.2-5.2            | Massage Therapist – §23-20.8-3           |
| Mental Health Facilities – §40.1-25.1-3 | Adoption – §15-7-11                      |
| School Employee – §16-2-18.1            | Firefighter – §45-2-3.4 (residents only) |
| Medical Marijuana - §21-28.6-14         |  |

Applicant Signature: \_\_\_\_\_

## 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 retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the agency permits, the officials may provide you with a copy of 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.