

# TOWN OF BURRILLVILLE

**Office of Town Clerk**  
Email: [townclerk@burrillville.org](mailto:townclerk@burrillville.org)



Phone: 401-568-4300, ext. 0  
Fax: 401-568-0490  
RI Relay 1-800-745-5555 (TTY)

Criminal records check are conducted by the RI Attorney General's Bureau of Criminal Identification. All BCI records are confidential law-enforcement documents. However, these records can be released as follows:

**By Mail:**

- A signed and notarized release for information
- A copy of photo identification attached to release
  - State Issued Driver's License
  - State Issued Identification Card
  - Passport
- Check or money order (NO CASH) for \$5.00 payable to BCI
- A self-addressed, stamped envelope for return
- Send to **RI Office of Attorney General, 4 Howard Avenue, Cranston, RI 02920**

**PLEASE ALLOW 7 BUSINESS DAYS FOR RETURN**

**In Person at BCI Desk:**

**Attorney General's Customer Service Center**  
**4 Howard Avenue, Cranston**  
**(in the Pastore Complex)**  
**Monday-Friday, 8:30 – 4:30**

- Photo Identification
  - State Issued Driver's License
  - State Issued Identification Card
  - Passport
- Credit card (with a fee), check or money order (NO CASH) for \$5.00 payable to BCI

A Release of Information form can be provided by the Burrillville Town Clerk's Office and duplicated as needed.

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The Bureau of Criminal Identification will provide the applicant with the results of the criminal records check. Please submit a copy with your license application. Contact the Town Clerk's office if you have any questions about this procedure.

## Release for Information

Last Name	
First Name	
Middle Initial	
Any alias names used (including maiden name)	
Date of Birth	
Social Security Number	
Address	
List all States in which you have lived as an adult	
<p>I, _____, certify that the above information is accurate. Also, I understand that a criminal history check will be conducted on me in each state listed above.</p>	

Applicant's Signature	Date
Notary Signature	Date
Notary Print	
Commission Expires	
<p>Complete this authorization form and have it notarized. Attach a copy of photo identification to release and submit in person at the BCI desk or by mail to:</p> <p style="text-align: center;">RI Office of the Attorney General 4 Howard Avenue Cranston, RI 02920</p>	