



DIOCESE OF PROVIDENCE

80 Saint Mary's Drive
Cranston, RI 02920

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OFFICE OF COMPLIANCE

BCI DISCLAIMER – UPDATED 4/28/2021

Any adult (**over age 18**) who has regular contact with children **MUST** have a Criminal Background Check before any contact ensues. The background check must be renewed every three years. All background checks are handled through the Office of Compliance located at 80 St. Mary's Drive, Cranston, RI 02920.

- Applicant is required to submit a BCI disclaimer form. The most current form can be obtained on the Diocesan Intranet website under the listing of Office of Compliance- Forms, or via the Diocese of Providence website. Please make copies of this form for your future use.
- Disclaimer form must be completed in its entirety, including name, date of birth, parish/school/agency location. Applicant must indicate **specifically what their position is, i.e., maintenance, field trip chaperone, cafeteria duty, etc.**
- Applicant must sign the disclaimer before a Notary Public.
- **DEPARTEMNT OF THE ATTORNEY GENERAL REQUIRES A NOTARY STAMP.**
- A legible copy of the front and back of the applicant's governmental photo identification must be **attached** to the corresponding disclaimer form.
- The fee per disclaimer is \$5.00 made payable by check or money order to BCI. The Attorney General's Office does not accept cash.
- If an applicant is **OVER 62 YEARS OF AGE, NO FEE IS REQUIRED** by the Attorney General's Office.
- The disclaimers should be mailed to the Office of Compliance, 80 St. Mary's Drive, Cranston, RI 02920.
- If you would like to drop the disclaimers at our office, **please call ahead to ensure staff availability.**
- **The Attorney General's Office will only run one BCI on an individual per year. If an applicant has completed a BCI within the past year, whether at the Attorney General's or local police, it will be accepted by the Office of Compliance. The individual MUST still complete a BCI Disclaimer Form and attach a copy of the front and back of their license. NO FEE WILL BE REQUIRED.**
- **PLEASE DO NOT SUBMIT A BCI PRIOR TO THREE MONTHS IN ADVANCE OF EXPIRATION DATE.**
- The disclaimers and checks will be processed at the Office of Compliance and then delivered to the Attorney General's Office for processing and clearance.
- If adverse material is revealed, the applicant's disclaimer will go before the Diocesan Safety Board at its next scheduled meeting. The Board meets once per month.
- Please keep a copy of the correspondence sent to you indicating BCI clearances.

Any questions regarding Triple I and BCI shall be directed to Office of Compliance, 80 St. Mary's Drive, Cranston, RI 02920, at 401-941-0760, compliance@dioceseofprovidence.org.