

SMITHFIELD SCHOOL VOLUNTEER BACKGROUND CHECKS

SMITHFIELD RESIDENTS:

To have a background check done at the Smithfield Police Station, volunteers **MUST** be Smithfield residents. Volunteers must complete the Smithfield Police ***Authorization for Release of Information*** form in its entirety and return the completed form, along with a clear and legible photo copy of a driver's license or photo I.D., to the Smithfield Police Department, located at 215 Pleasant View Avenue. The police department **will not** make photo copies of your driver's license or photo I.D. Completed forms are to be put into a designated mail slot in the front lobby (to the right of the entrance), at the Smithfield Police Department. Detectives will process the background checks within 2 to 3 business days and will notify the volunteer and school department by e-mail.

Authorization for Release of Information forms are available at each school, each school's website, and the Smithfield Police Department website (www.smithfieldpd.com).

Non-Smithfield residents

Non-Smithfield residents must inquire at the police station in the town they reside in, or go to the RI Attorney General's Office in Providence. The police department in the town you reside in will have their own authorization for Release of Information form. If you are not a Smithfield resident you must contact the police station in the town you reside in for their process.

Non-Smithfield residents will be required to bring in the original BCI results to the Superintendent's office.