

EFFECTIVE AUGUST 1, 2017

Smithfield Residents:

To have a background check done by the Smithfield Police Department, volunteers **MUST** be Smithfield residents. Volunteers must complete the Smithfield Police School Volunteer Background Check 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 School Administration Office, located at 49 Farnum Pike during normal business hours Monday thru Friday 7:30 a.m. – 4:00 p.m.

OR Volunteers may forward the Authorization for Release of Information form in its entirety, along with a clear and legible photo copy of a driver's license or photo I.D., to the child's school.

OR Volunteers may e-mail the Authorization for Release of Information form in its entirety, along with a clear and legible photo copy of a driver's license or photo I.D., to schoolvolunteer@smithfieldpd.com

The police department/school department will not make photo copies of your driver's license or photo I.D.

The School Department will then forward your information to detectives to process the background checks, and your request will be processed within 3-5 business days. Please allow sufficient time for this process. After the Smithfield Police Department is in receipt of the completed forms, they 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 school administration building.

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.

School Volunteer Background Check Authorization
for Release of Information Form (.pdf)