

***** Process for Fingerprint applicants*****

Effective May 1, 2008 the West Greenwich Police will continue fingerprinting persons required by Law to undergo criminal background checks as a condition of employment for select occupations. However, due to recent Federal and State mandates the fingerprint process must now be performed on an automated system. This change has resulted in revisions to West Greenwich Police Department procedures and prompted the implementation of an appointment scheduling system outlined below, effective May 1, 2008.

1. Applicants shall contact 397-7191 to schedule a fingerprinting appointment. Appointments will be scheduled between the hours 10:00am – 2:00 pm on Tuesday, Wednesday, or Fridays, beginning May 1, 2008
2. Children, weapons, and personal property are prohibited in the processing area.
3. Positive Identification is required.
4. Effective July 1, 2007 the cost per card will increase from \$30.00 to \$36.00. This is due to increased costs of daily operations at the RI Department of Attorney General.

Public/Private Education (\$36 check /money order to "Town of West Greenwich" required)

Child Care

Foster Care

Day Care/Preschool

Adoption

Weapon Permit

Housing

Securities/Insurance

Nursing (\$36.00 money order)

Other _____