THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
PERSONAL
REQUEST FORM

Use this form only for requesting your own CORI. A bank check or money order for $25.00 must be submitted with this form. Please note: this is a multi-page request form. Incomplete request forms will not be processed. Requests must be mailed, along with the accompanying payment or indigency waiver, to the address provided above, ATTN: CORI Unit.

Request Type Details

*Are you applying for an indigency waiver? ◯ Yes ◯ No

If you are applying for an indigency waiver, please go to www.mass.gov/courts/formsandguidelines/aff_indigency.pdf to download the waiver form. You must submit the waiver with the completed application.

☐ If you require a certified copy of your CORI, please check this box.

Requestor Details

Please complete this section using your information. A red asterisk (*) denotes a required field.

*First Name _____ *Last Name _____

Middle Initial _____ Suffix _____ *Date of Birth _____

Maiden Name _____ ☐ Check here if your CORI request is limited to your maiden name. (IMPORTANT: if this box is not checked, you must pay an additional $25 unless you are indigent.)

*Last 6 digits of Social Security number _____ ☐ I do not have a Social Security number

*Mailing Address

Street 1 _____ Street 2 (Apt, Suite, Bldg) _____

City/Town _____ State _____ Zip _____

Phone _____ Ext. _____ Email _____

Personal CORI Request Authorization

I hereby swear, under the penalties of perjury, that the information I have provided above is true to the best of my knowledge and belief.

_____ _____

Signature of individual named in criminal record Date

Authentication of Signature By Notary Public or Correctional Facility

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

_____ _____

Notary Public Correctional Facility Official (give rank and title)

_____ _____

My Commission Expires Correctional Facility Address and Phone

Terms and Conditions

By using this form, the Requestor agrees to be bound by these terms and conditions and any and all other guidelines, disclaimers, rules, and privacy statements within this agreement, collectively referred to as "Terms and Conditions." All Terms and Conditions contained herein apply only to obtaining information from the DCJIS.

(1) As referenced in these terms and conditions, the terms below shall have the following meanings:

(a) CRA: Consumer Reporting Agency.
(b) CRRB: The Criminal Records Review Board.
(c) CORI: Criminal Offender Record Information.
(d) DCJIS: The Massachusetts Department of Criminal Justice Information Services.
(e) iCORI application: The internet-based system used to request and obtain CORI and self audits, whether by electronic request or request submitted using a paper form.
(f) Requestor: A registered user of the iCORI system and any additional authorized users for the requestor's account. Requestor, as used in these terms, includes Consumer Reporting Agency requestors. Requestor, as used in these terms, also includes any individual who requests or obtains CORI or a self audit report from DCJIS using a paper form.

(2) Obtaining CORI from DCJIS using this form is subject to Massachusetts General Law as well as to Federal law, including, but not limited to, M.G.L. c.6, §§ 167-178B (the CORI Law); M.G.L. c. 66, § 10 (the Public Records Law)), and any current or future laws applicable to the use of personal information. Sanctions for violations of these laws include both civil and criminal penalties.

(3) An individual or entity who knowingly requests, obtains, or attempts to obtain CORI or a self-audit from the DCJIS under false pretenses, or who knowingly communicates, or attempts to communicate, CORI to any individual or entity except in accordance with CORI law, or who knowingly falsifies CORI or any records relating thereto, or who requests or requires a person to provide a copy of his or her CORI except as authorized under M.G.L. c. 6, § 172, shall, for each offense, be punished by imprisonment in a jail or house of correction for not more than one year or by a fine of not more than $5,000.00. In the case of an entity that is not a natural person, the amount of the fine may not be more than $50,000.00. In the case of such a violation involving juvenile delinquency records, an individual or entity shall, for each offense, be punished by imprisonment in a jail or house of correction for not more than one year or by a fine of not more than $7,500.00. In the case of an entity that is not a natural person, the amount of the fine may not be more than $75,000.00.

(4) The DCJIS makes every effort to ensure the accuracy and completeness of the information it provides. Neither the DCJIS nor the CRRB shall be liable in any civil or criminal action by reason of any CORI or self-audit report that is disseminated by the DCJIS or the CRRB, including any information that is false, inaccurate, or incorrect, because it was erroneously entered by the court or the Office of the Commissioner of Probation.

(5) CORI results are based on an exact match of the information provided by the requestor to information as it appears in the CORI database. Requestors are responsible for providing accurate information for the subject requested. In addition, it is the requestor's responsibility to compare the CORI or self-audit results received from the DCJIS to the subject's personal identifying information to ensure that results match this information. The DCJIS is not liable for any errors or omissions in the CORI results based on a requestor's submission of inaccurate, incorrect, or incomplete subject information.

(6) Each requestor who submits 5 or more background checks annually must have a written CORI policy. Each requestor is responsible for adopting its own CORI policy. The DCJIS publishes a model CORI policy on its web site that may be adopted for use by requestors. If this requirement applies to a requestor, the requestor agrees that, at the time of submission of a CORI request, it has adopted a CORI policy.

(7) The requestor agrees that he/she has reviewed and understands all training materials regarding the CORI process and CORI requirements available from the DCJIS on its web site, mass.gov/cjis. The requestor also agrees that he/she understands that reviewing and understanding the DCJIS training materials before submitting CORI requests is a requirement of obtaining CORI from DCJIS. Requestors are solely responsible for reviewing and understanding the training materials provided by the DCJIS.

(8) Requestors who seek to receive standard or required CORI for employment, housing, licensing, or volunteer purposes must ensure that the following are completed prior to submitting a CORI request:

(a) a CORI Acknowledgement Form has been completed for each subject to be checked;

(b) the identity of each subject has been verified;

(c) each subject has signed the CORI Acknowledgement Form;

(d) each CORI Acknowledgement Form has been signed and dated by the requestor certifying that the subject was properly identified; and

(e) the requestor is in compliance with all applicable laws and regulations.

(9) All requestors, including those that request CORI through a CRA, must comply with 803 C.M.R. 2.00 and, if applicable, 803 C.M.R. 5.00. In addition, CRAs are also responsible for ensuring compliance with the Fair Credit Reporting Act and with DCJIS regulation 803 CMR 11.00

(10) A requestor that uses CORI to commit a crime against, or to harass, another individual may be subject to the criminal penalties set forth in M.G.L. c. 6, §178 ½, including imprisonment in a jail or house of correction for not more than one year and a fine of not more than $5,000.00. The DCJIS and the CRRB disclaim any liability for the improper use or dissemination of information obtained through the DCJIS or the CRRB.

(11) Requestors are subject to audit at any time by the DCJIS and may be asked to produce documentation to demonstrate compliance with these provisions and with DCJIS regulations (803 CMR 2.00-11.00 et seq.).

(12) No information obtained from the DCJIS regarding use of CORI or the iCORI system shall be construed as legal advice.

(13) The DCJIS reserves the right to alter, amend, or discontinue any condition of obtaining CORI from the DCJIS. Any such changes will appear on the DCJIS web site in advance. The user is subject to the terms of use in effect at the time of his/her agreement. The DCJIS and the CRRB shall not be liable for any damages associated with use of this site.

(14) These Terms and Conditions are governed by, and construed in accordance with, the laws of the Commonwealth of Massachusetts and the laws of the United States, without giving effect to any principles of conflicts of law. If any provision of these Terms and Conditions is judicially determined to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these Terms and Conditions and shall not affect the validity and enforceability of the remaining provisions.

By submitting a request for CORI to the DCJIS, I affirm that I have read and understand these Terms and Conditions. Further, I understand and agree to, and am bound by, these Terms and Conditions as well as by M.G.L. c. 6, §§ 167-178B, inclusive, and 803 CMR 2.00-11.00, inclusive.