



**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**



**This form is not to be faxed. Please return form to organization.**

**Criminal Offender Record Information (CORI)  
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

\_\_\_\_\_ **CITY OF GLOUCESTER** \_\_\_\_\_ is registered under the  
(Organization)  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to  
**CITY OF GLOUCESTER**

(Organization)  
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing \_\_\_\_\_  
**CITY OF GLOUCESTER**  
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that \_\_\_\_\_ **CITY OF GLOUCESTER** \_\_\_\_\_ may conduct  
(Organization)  
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
*Signature of CORI Subject*

\_\_\_\_\_  
*Date*



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**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
The fields marked with an asterisk (\*) are required fields.

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\* Last SIX digits of Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_  No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

**Current Address**

\* Street Address: \_\_\_\_\_

Apt. # or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
*Print Name of Verifying Employee*

\_\_\_\_\_  
*Signature of Verifying Employee*

\_\_\_\_\_  
*Date*

# City of Gloucester

## Criminal Offender Record Information (CORI) Policy

### Introduction.

This Policy governs criminal record background checks the City conducts for applicants for certain licenses issued by the City as well as for employment with the City, including but not limited to seasonal, contract and volunteer positions. As used in this policy, "CORI" refers to information that is recorded as the result of the initiation of criminal proceedings or any consequent related proceedings, including, but not limited to, Massachusetts Board of Probation ("BOP") records, and other information available from the Department of Criminal Justice Information Systems ("DCJIS"), fingerprints, photographs, and other identifying data that is recorded as the result of the initiation of criminal proceedings. As required by the Department of Early Education and Care for Licensed Early Education Programs, CORI information will also include Department of Children and Families central registry records.

1. Generally. CORI checks shall be conducted for the sole purpose of making suitability determinations and only by persons authorized to do so under this Policy and applicable law. CORI checks shall be conducted in a manner that conforms with this Policy and with all applicable federal, state and local laws, regulations, and by-laws.
2. Access to CORI. All CORI is confidential, and can be disseminated only as authorized by law or regulation.

Access to CORI within the City must be limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The City will keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

3. Training of Personnel. All personnel authorized to conduct criminal history background checks and/or to review CORI will review, and be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
4. Subject's Prior Authorization. No CORI check may be conducted until
  - a. the subject has received a copy of this policy, and
  - b. the subject has signed and otherwise completed a CORI Acknowledgment Form.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI

Acknowledgment Form, the subject shall be given seventy-two (72) hours notice that a new CORI check will be conducted. If a subject objects to the new request for CORI, the CORI Acknowledgment Form shall become invalid.

5. Use of Criminal History in Background Screening. CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.
6. Verification of Subject's Identity. Prior to conducting a CORI check, the City shall verify the identity of the subject against at least one of the following forms of government-issued identification:
  - a. a state-issued driver's license;
  - b. a state-issued identification card with a photograph;
  - c. a passport; or
  - d. a U.S. military identification.

If the subject does not have one of the foregoing forms of government-issued identification, the City shall verify the subject's identity by other forms of documentation as determined by DCJIS.

If the City is unable to verify a subject's identity and signature in person, the subject may submit a completed CORI Acknowledgment Form acknowledged by the subject before a notary public.

The City shall not request CORI until it has signed and dated the CORI Acknowledgment Form certifying that the subject was properly identified. (Appendix A)

If the criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgment Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

7. Prohibition on Requesting Subject to Produce CORI. In no event shall the City request or require a person to supply it with a copy of his or her own CORI.
8. Required Sharing of CORI and Opportunity to Dispute Accuracy. The City shall provide a subject with a copy of his or her CORI upon the subject's request. In all events, the City shall provide the subject with a copy of his or her CORI prior to a) questioning the subject about the subject's criminal history, or b) making an adverse determination on the basis of the subject's CORI.

The City shall not make an adverse determination on the basis of the subject's CORI without first

- a. providing the subject with a copy of this Policy,
- b. notifying the subject in person, by telephone, fax, or electronic or hard copy correspondence of the potential adverse determination,
- c. providing the subject with a copy of his or her CORI and with information concerning the source of the criminal history record,
- d. identifying for the subject the part of his or her CORI that appears to make him or her unsuitable,
- e. providing the subject with DCJIS's information regarding the process for correcting CORI, (Appendix B & C) and
- f. affording the subject an opportunity to dispute the accuracy of the CORI or otherwise present to the City any mitigating or other circumstances bearing on the CORI.

The City will review any information the subject supplies disputing the accuracy of the CORI. The City shall not make any employment decisions based on CORI unless the subject has been afforded an opportunity to dispute the accuracy of the CORI. The City shall timely inform the subject of its decision.

The City shall document all steps it takes to comply with this Section.

9. Decision-Making. If the City reasonably believes that CORI belongs to the subject and is accurate, it will make a determination of suitability based on the CORI. Unless otherwise provided by applicable law or regulation<sup>1</sup> a criminal record shall not automatically disqualify a subject. Rather, determinations of suitability based on CORI will be made consistent with this policy and applicable laws and regulations.

Factors the City will consider in making suitability determinations include, but are not limited to:

- a. relevance of the record to the position;
- b. the nature of the work to be performed;
- c. time since the conviction;
- d. age of the subject at the time of the offense(s);
- e. nature, gravity, and specific circumstances of the offense(s);
- f. the number of offenses;
- g. whether the subject has pending charges;
- h. any relevant evidence of rehabilitation efforts or lack thereof; and
- i. applicable laws and regulations setting forth criminal history disqualifiers; and

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<sup>1</sup> Certain criminal offenses listed on a record may automatically disqualify an applicant from certain positions, particular those involving children and the elderly. These instances are required by law.

- j. any other relevant information, including information submitted by the subject.
10. Dissemination of CORI. CORI may be shared with staff authorized to request, receive, or review CORI for the purposes of employment. The City shall, upon request, share CORI with government entities charged with overseeing, supervising, or regulating the City.
  11. Secondary Dissemination Log. The City shall maintain an electronic or paper Secondary Dissemination Log reflecting dissemination outside of the City, reflecting the following: a) the subject's name, b) the subject's date of birth, c) the date and time of the dissemination, d) the name of the person to whom the CORI was disseminated and the name of the organization for which the person works, if applicable, and e) the specific reason for the dissemination.
  12. Security / Maintenance / Destruction. Hard copies of CORI shall be stored in a separate locked and secure location, such as a file cabinet. The City shall limit access to the locked and secure location to persons who have been approved to access CORI. Hard copies of CORI shall be destroyed by shredding or otherwise before disposal.

Electronically-stored CORI shall be password-protected and encrypted. The City shall limit password access to only those persons who have been approved to access CORI. CORI shall not be stored using public cloud storage methods. Electronic copies of CORI shall be destroyed by deleting them from the hard drive on which they are stored and from any system used to back up the information before disposing of it. The City shall appropriately clean all CORI by electronic or mechanical means before disposing of or repurposing a computer used to store CORI.

CORI Acknowledgment Forms and Secondary Dissemination Logs shall be maintained for a minimum of one year. CORI shall not be maintained for more than 7 years from the date of the final determination.

# Appendix B

## INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the [Massachusetts iCORI service](#)
2. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at [iCORI.INFO@state.ma.us](mailto:iCORI.INFO@state.ma.us)
4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.
7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click [here](#).
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.



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**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES  
 (SAFIS)**

**HOW TO CHANGE, CORRECT, OR UPDATE YOUR NATIONAL CRIMINAL  
 HISTORY RECORD RESPONSE**

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If, after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

**ARRESTS SUBMITTED BY MASSACHUSETTS LAW ENFORCEMENT AGENCIES**

**INCOMPLETE INFORMATION**

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to:  
<http://www.mass.gov/courts/court-info/courthouses/>

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case.

For information on how to register for an individual iCORI account to request your own CORI online:  
<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkqd-check/cori/icori-training-documents.html>







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**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES  
(SAFIS)**

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Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at:

<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkqd-check/cori/cori-forms-and-applications.html>

**IMPORTANT: It is possible for Massachusetts arrest information to not appear in a CORI response. If this occurs, please contact the DCJIS at 617.660.4640.**

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE  
Massachusetts State Police  
State Identification Section  
59 Horse Pond Road  
Sudbury, MA 01776

*Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.*

**INCORRECT INFORMATION**

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. *Please be sure to call the police department and schedule an appointment for this type of review.*

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and forward the corrected information to the FBI.





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**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES  
(SAFIS)**

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**ARRESTS SUBMITTED BY OUT-OF-STATE LAW ENFORCEMENT AGENCIES**

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state.

A listing of state criminal history repository contact information is available at:  
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/state-identification-bureau-listing>

**FBI INFORMATION ON HOW TO CHALLENGE A CRIMINAL HISTORY**

The FBI has published information on its website on how to correct a criminal history record.

This information is available at:  
<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>





**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF STATE POLICE  
State Identification Section  
59 Horse Pond Road, Sudbury, MA 01776  
TEL: 508-358-3170 | FAX: 508-358-3192  
MASS.GOV/MSP**

**DISPOSITION UPDATE REQUEST**

**REQUESTOR INFORMATION**

Full Name: \_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_ Date of Birth Social Security Number Phone Number

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

**OFFENSE INFORMATION**

Arresting Department:	OBTN:
State ID Number:	FBI Number:

**DISPOSITION INFORMATION TO BE UPDATED**

Date of Arrest	Charges	Disposition to Be Added

SIS ID Tech: \_\_\_\_\_

Date Completed: \_\_\_\_\_

SIS Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Send this coversheet with certified court records and documentation.**