

**EOHHS
XBRFCR**

Family and Community Resources, Inc. has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

Applicant/Employee Information (Please Print)

_____ Last Name	_____ First Name	_____ Middle Name
_____ Maiden Name or Alias (if Applicable)	_____ Place of Birth	
____-____-____ Date of Birth	____-____-____ Social Security Number	_____ **ID Theft PIN (if applicable)
_____ Mother's Complete Maiden Name	_____ Father's Complete Name	

Current and Former Addresses:

Sex: _____ **Height:** ___ ft. ___ in. **Weight:** _____ **Eye Color** _____

STATE DRIVERS LICENSE NUMBER: _____
(include state of issue)
(please copy the front and back of your license and include copy(s) with application)

*****THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:**

REQUESTED BY: _____
Signature of CORI Authorized Employee

** The **CHSB Identify Theft PIN Number** is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI process.
All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614

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 http://www.mass.gov/Eeops/docs/cjis/cori_request_persona.pdf
2. The DCJIS charges a \$20.00 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 review the disposition code and "how to read a criminal record" on the DCJIS website www.mass.gov/cjis/cori/cori_bop.html
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) 727-5330.
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 see www.mass.gov/cjis/cori/cori_codes_court.html
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprint 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.

Information Concerning Establishing Yourself as the Victim of Identity Theft for Criminal Offender Record Information (CORI) Purposes

1. If you are concerned about the information that is contained in your criminal record, you may request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, Massachusetts 02150. You also may obtain a personal record request form by visiting the DCJIS website at: www.mass.gov/Eeops/docs/DCJIS/cori_request_personal.pdf.
2. The DCJIS charges a \$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 fee be waived.
3. Upon receipt, review the record. If you need assistance in interpreting the entries of dispositions, please review the disposition code and "How to Read a Criminal Record" on the DCJIS website at: [http://www.mass.gov/?pageID=eopssubtopic&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&L4=How+to+Read+a+Criminal+Record&sid=Eeops](http://www.mass.gov/?pageID=eopssubtopic&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&L4=How+to+Read+a+Criminal+Record&sid=Eeops). The DCJIS does not offer "walk-in" services, but you may call the agency's Legal Department at 617.660.4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at 617.727.5300.
4. If upon reviewing your record you believe that someone has stolen or improperly used your identity and was arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief of Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers, please visit [http://www.mass.gov/?pageID=eopsterminal&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&L4=How+to+Read+a+Criminal+Record&sid=Eeops&b=terminalcontent&f=DCJIS_cori_codes_court&csid=Eeops](http://www.mass.gov/?pageID=eopsterminal&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&L4=How+to+Read+a+Criminal+Record&sid=Eeops&b=terminalcontent&f=DCJIS_cori_codes_court&csid=Eeops).
5. In addition to working with the Commissioner of Probation's Office or the Chief Probation Officer in any court in which charges were brought for an individual that has stolen or improperly used your identity, you may apply to the Massachusetts Department of Criminal Justice Information Services to be entered into the Identity Theft Victims Index File.
6. In order to be entered into the Identity Theft Victims Index File, you must file a report with a local police department or the Massachusetts State Police, indicating that you are the victim of Identity Theft. Please contact your local police department and request to file a report.
7. After you have filed the report, please complete the DCJIS's **ID Theft Affidavit** that can be found on the agency's website at: www.mass.gov/DCJIS. Be sure to include a copy of the

police report with the Affidavit. You will also be required to provide the DJCIS with a copy of a government issued ID that contains a photograph along with the affidavit and police report. **Please note that your photo must be clearly visible in the copy of your government issued ID.** Also, please complete the DCJIS's **IDENTITY THEFT VICTIMS INDEX FILE CONSENT DOCUMENT.**

8. Once the DCJIS has confirmed that you are a victim of identity theft, the agency will assign you an Identity Index Number. You must include this number on any CORI Request Form or authorization that you complete.

9. Upon receipt of a CORI Request Form containing an Identity Index Number, the DCJIS CORI Services Unit will only disseminate to non-criminal justice agency CORI requestors the criminal record that belongs to you. The DCJIS will not disseminate any criminal record belonging to an individual that has stolen or fraudulently used your personal information that has resulted in your information being listed as an alias on that individual's criminal record.



I, _____, acknowledge that I have received the following documents from Family and Community Resources, Inc.:

How to Correct a Criminal Record

How to Establish Yourself as a Victim of ID Theft for CORI Purposes

In addition, I understand that as per CHSB CORI regulations, Family and Community Resources, Inc. is required to provide me with a copy of the CORI report unless it came back as “No Record.”

Name

Date

FCR Staff

Date