



ARCHDIOCESE OF BOSTON
 66 BROOKS DRIVE
 BRAINTREE, MASSACHUSETTS 02184-3839

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Archdiocese of Boston, Office of Background Screening is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purposes of screening current and otherwise qualified prospective employees, subcontractors, or volunteers.

As a prospective or current employee, subcontractor, or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Archdiocese of Boston, Office of Background Screening 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 the Archdiocese of Boston, Office of Background Screening with written notice of my intent to withdraw consent to a CORI check.

I also understand, that The Archdiocese of Boston, Office of Background Screening may conduct subsequent CORI checks within one year from 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 _____

DATE _____

PLEASE CHECK ONE:

- Parish Volunteer – Ministering directly to children or having potential for interaction with children
- Parish Volunteer – Ministering to elderly
- Priest Deacon Seminarian Paid Parish Staff
- Educator School Staff School Volunteer Contractor Pastoral Center

PLEASE CHECK ONE:

- Employee - Position/Title: _____
- Volunteer - Position/Ministry: _____

PLEASE CHECK ONE:

- NEW a FY21 NEW CORI – (I did not complete a CORI last year.)
- RENEWAL a FY21 RENEWAL CORI – (I did complete a CORI last year.)

NAME OF AGENCY/PARISH/SCHOOL SUBMITTING CORI

CITY/TOWN

SUBJECT INFORMATION

The fields marked with an asterisk (*) are required by the Massachusetts Department of Criminal Justice Information Services (DCJIS) for CORI processing.

* First Name: _____ Middle Initial: _____

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

* Maiden Name (if applicable): _____

* Former Last Name 2: (if applicable): _____

* Former Last Name 3: (if applicable): _____

* 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

VERIFICATION BY NOTARY:

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 in my presence.

(seal)

Notary Public Signature



ESTABLISHING IDENTITY

Examples of acceptable government issued identification documents:

- Driver's license – MA or other state
- State, federal or local ID card with photograph
- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Current foreign passport
- Alien Registration Receipt Card with photograph
- Voter's Registration Card
- U.S. Military card or draft record
- Military dependent's ID card

If an individual does not have a government issued photo identification the following forms of identification may be used:

- **Birth Certificate**
- **Social Security Card**

Notation must be made on the CORI form that the individual has no available photo identification.

For information on how to obtain a Massachusetts Picture Identification Card, please visit the Registry of Motor Vehicles Website at www.mass.gov/rmv.

CORI Process

On April 9, 2020, the Department of Criminal Justice Information Services (DCJIS) issued an emergency regulation in response to the Governor's emergency declaration on March 10, 2020, that allows requestors to verify an applicant's identity by teleconference or by notary public.

Teleconference

If you choose to verify an individual via teleconference, they will need to forward to you the completed **original CORI Request Form**. The school must retain the original application in a secure manner. Once received they can contact the subject of the request using an on-line video platform of your choosing (zoom, google meets, etc.) to complete the verification process and then you will then forward a copy to the Office of Background Screening for processing. Please note that verification by on-line video platform is the same process as in person verification.

Steps for verification:

1. Make sure the subject of the request signs and dates the form.
2. Verify the correct spelling of the first and last names.
3. Verify the the DOB. Make sure the DOB is recorded on the form properly.
4. Verify the individual has provided the last six of the Social Security Number.
5. You will record on the form what type of Government issued ID was used to verify the form.

Effective upon termination of the state of emergency, all CORI requests verified via teleconference shall be verified either in person or through the submission of a notarized CORI Acknowledgement Form within 7 business days. This is a directive issued by DCJIS if you are so choosing to verify a CORI Request Form using the teleconference option, you will need to re-verify the form.

Verification by Notary

In addition to teleconference verification, individuals can now have their CORI form verified by a Notary prior to submission. They will mail the original form to you. You can keep the original on file send a copy to the Office of Background Screening for processing. Verification by notary is optional due to the potential of the individual having to pay a fee to have a form notarized. Please make sure to fully disclose the potential of a fee to have a form notarized. If an individual does submit his/her form signed by a notary, you will need to make sure that the form is filled out correctly with the necessary information as stated above and **that the person is known to you, meaning you are in agreement that they are/will be working or volunteering for your school.** You may also want to verify in person by viewing a photo ID prior to the start of volunteer service.