

“CORI” stands for Criminal Offender Record Information and is the Massachusetts criminal record form. The diocese is registered with the Department of Criminal Justice Information Services (“DCJIS”) of the Commonwealth of Massachusetts to request this information and, as such, must adhere to their regulations. Individuals who reside in Massachusetts, or have resided there in the last 5 years, must complete and sign a CORI form (school employees are fingerprinted and do not need to complete the CORI form). Please note the following:

1. The form consists of 2 pages: the individual should read and sign the first page and complete the information on the second page. Return both pages to the Safe Environment Office.
2. The person’s identity must be verified by viewing a government issued photo ID at the parish/school. The person verifying identity with a photo ID must sign the bottom of the form and record the type of ID used (driver’s license, passport, military ID, etc.). You do not need to send a copy of the license to the Safe Environment Office.
3. If this section is not completed at the parish/school, the form will be returned for completion. The Safe Environment Office staff cannot sign as verifying identity if the person is not physically present to them.
4. In lieu of viewing a photo ID, you may accept a notarized copy of the form. Notarization is not otherwise necessary.
5. The **last 6 digits** of the individual’s Social Security number are now required. The online system will not return results without this information.

If you have any questions, please do not hesitate to contact Eve Mongeau in the Safe Environment Office at (603) 669-3100, ext. 109, or email: [emongeau@rcbm.org](mailto:emongeau@rcbm.org).