



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 using consumer reporting agencies to conduct CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

Concord Public Schools/Concord Carlisle Regional School District 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, current licensees, and applicants for the rental or lease of housing. Concord Public Schools/Concord Carlisle Regional School District has authorized

(Organization)

Concord Public Schools/Concord Carlisle Regional School District to submit CORI checks

(Consumer Reporting Agency)

to the Massachusetts Department of Criminal Justice Information Services (DCJIS) on its behalf.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Concord Public Schools/Concord Carlisle Regional School District

(Consumer Reporting Agency)

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 Concord Public Schools/Concord Carlisle Regional School District

(Organization)

with written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I have not received those disclosures, I should contact Concord Public Schools/Concord Carlisle Regional School District

(Organization)

to request this information.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

I also understand that the

Concord Public Schools/Concord Carlisle Regional School District, on behalf of

(Consumer Reporting Agency)

Concord Public Schools/Concord Carlisle Regional School District 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

Concord Public Schools and Concord-Carlisle Regional School District National Criminal Background Check (Fingerprinting)

<https://www.indentogo.com/>

WHAT ARE THE NEW NATIONAL CRIMINAL BACKGROUND CHECK REGULATIONS?

- On January 10, 2013, Governor Patrick signed into law H. 4307, An act relative to background checks. The new law requires all public school employees in Massachusetts to submit to fingerprint-based state and national criminal background checks.
- School volunteers and subcontractors/laborers commissioned by schools to perform work on school grounds, may need to submit their fingerprints for the state national checks if asked to do so, and they must continue to submit to state CORI checks. At the discretion of the school employer, subcontractors or laborers commissioned by schools to perform work on school grounds may be required to submit both a CORI check and fingerprint-based state and national background checks.
- The vendor selected to do the fingerprinting is MorphoTrust USA. Their website is: www.indentogo.com

OVERVIEW OF FINGERPRINTING PROCESS:

Register for your fingerprinting appointment through www.indentogo.com or by 866-349-8130.	Bring approved ID to your appointment and have fingerprints taken	After your appointment, keep your receipt. HR does not need a copy, but may request it if results not received.	The results from your criminal record checks are sent to MA DCJIS for review	Results are returned to the district(s) identified by you during the registration process	<u>Provider IDs:</u> Alcott 00670005 Thoreau 00670020 Willard 00670030 CMS 00670305 CCHS 06400505 CPS 00670000 CCRS 06400000
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- 1) Go to website and click on Massachusetts and choose location closest to you. Choose DIGITAL FINGERPRINTING.
- 2) Agency/Sector is **PreK-12th Grade Education** (Provider ID for Concord Public Schools 00670000 and Provider ID for Concord-Carlisle High School is 06400000)
- 3) Choose *Licensed Educator* or *All Other School Personnel*. The fee is \$55.00 if you hold a DESE License and \$35.00 for all others.
- 4) Rescheduling and Refunds: There are very specific conditions for refunds and missed appointments.
<https://ma.ibtfingerprint.com/?static=1&page=refundpolicy%20>