

**Requesting Criminal Records**

**Requesting a CORI**

Advocates wishing to request an applicant’s CORI should submit the CORI Request Form, located in this Manual and available online at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/>. There are two versions of the CORI Request form:

1. the Personal Request Form, which should be submitted by the applicant; and
2. the Advocate, Attorney, or Designated Representative Request Form, which can be submitted by the advocate.

CORI Requests require either a $25 money order payable to the Commonwealth of Massachusetts or an Affidavit of Indigency. The Affidavit of Indigency is available in this Manual and at <http://www.mass.gov/eopss/docs/chsb/affidavitofindigency.pdf>.

CORI Requests should be mailed to:

The Commonwealth of Massachusetts

Executive Office of Public Safety and Security

Department of Criminal Justice Information Services

200 Arlington St, Suite 2200

Chelsea, MA 02150

**Requesting an FBI Criminal Record Check**

Advocates wishing to request an applicant’s FBI Criminal Record Check should submit an Applicant Information Form to the FBI. The Applicant Information Form is available in this manual and online at <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>. When filling out the form, do not reference immigration or naturalization, as the FBI will send back such requests. Instead, write that you are requesting the background check to verify the applicant’s record.

The Applicant Information Form must be accompanied by a set of fingerprints placed on a standard fingerprint form. A list of police stations that will fingerprint applicants is available at <http://www.myfbireport.com/locations/lawEnforcement/MA.php>. Applicants must provide their own fingerprint cards, which can be obtained at the local FBI branch. Applicants who do not wish to go to a police station can be fingerprinted at Mill’s Fingerprinting, located at 50 Congress St, Boston, MA 02109. More information is available at <http://www.millsfingerprintservice.com/>.

Applicants should submit the Applicant Information Form, fingerprints, and an $18 money order payable to the Treasury of the United States. The request should be mailed to:

FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

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